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मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 51]

भोपाल, शुक्रवार, दिनांक 23 दिसम्बर 2022-पौष 2, शक 1944

भाग ४

विषय-सूची

(क)	(1) मध्यप्रदेश विधेयक,	(2) प्रवर समिति के प्रतिवेदन	(3) संसद् में पुरःस्थापित विधेयक.
(ख)	(1) अध्यादेश	(2) मध्यप्रदेश अधिनियम,	(3) संसद् के अधिनियम.
(ग)	(1) प्रारूप नियम,	(2) अन्तिम नियम.	

भाग ४ (क)-कुछ नहीं

भाग ४ (ख)

अध्यादेश

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 9 दिसम्बर 2022

क्र. आर-164-सीसी-21-अड्डीस.- मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 29(1) के अनुक्रम में, निजी विश्वविद्यालयों के राष्ट्रीय शिक्षा नीति, 2020 के परिप्रेक्ष्य में अध्यादेश 14A तथा 14B अनुसार अध्यादेशों का प्रकाशन साधारण राजपत्र में राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

अध्यादेश 14A तथा 14B

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

वीरन सिंह भलावी, अवर सचिव.

Jaypee University of Engineering and Technology, Guna

Ordinance 14 A

Ordinance for three/four years Undergraduate Degree (CBCS Semester Mode)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of this Ordinance shall be applicable on Ordinances no. 14, Bachelor of Science (B.Sc.) of Jaypee University of Engineering and Technology from the academic session 2022-23
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes, Bachelor of Science (B.Sc.), notified by the Jaypee University of Engineering and Technology, Guna.
3. The Ordinance shall be applicable to all such programmes being run by the University for regular students.
4. Admission rules and guidelines for admission to these programmes will be as per guidelines stated in Ordinance no. 14 of Jaypee University of Engineering and Technology, Guna.
5. Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.
6. The admission shall be made on merit calculated on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.
7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University.
8. The in-take capacity shall be determined in advance by the university in accordance with the guidelines/norms in this regard issued by the State Government/UGC, MPPURC and other statutory bodies concerned so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website.
9. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.

10. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) qualification (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:

- i) Disciplinary/Interdisciplinary/Major (Core Course +DSE) (64 credits)
- ii) Disciplinary/Interdisciplinary/Minor (32 credits)
- iii) Generic Elective (16 credits)
- iv) Skill Enhancement Courses/Vocational Courses (12 credits)
- v) Ability Enhancement Courses (08 credits)
- vi) Field projects/internship/apprenticeship/community engagement and service/research project (28 credits).

Qualification and Credit Requirements are given in Table. 1. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

1st Year (I and II semester – Level 5)

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Under graduate certificate* in hand.

2nd Year (III and IV semester – Level 6)

Entry 2. The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year (V and VI semester – Level 7)

Entry 3. The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year (VII and VIII semester – Level 8)

Entry 4. An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120

Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160
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The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
- Credits' for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.

11. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/Research)* programme for regular students shall be of 6 and 8 years, respectively.

12. TYPES OF COURSES

Each of the subject/categories (i) to (v) as specified in clause 10 shall comprise of courses.

Courses are the basic units of education and/or training. Types of courses shall be as follows:

12.1. **Core Course:** Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

12.2. **Elective Course:**

Generally a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

12.2.1 **Discipline Specific Elective (DSE) Course:**

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related

Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

12.2.2 Dissertation/Project:

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

12.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

“SEC” courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

13.1. First semester:

6. A student shall be declared to have successfully completed the first semester if she/he acquires credits as given in Table 2

13.2 Second Semester (Level 5):

A student shall be declared to have successfully completed the Level 5, if she/he acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

13.3. Third Semester

A student shall be declared to have successfully completed the third semester if she/he acquires credits as given in Table 2.

13.4 Fourth Semester (Level 6):

A student shall be declared to have successfully completed the fourth semester if she/he acquires credits as given in Table 2

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

13.5. Fifth Semester:

A student shall be declared to have successfully completed the fifth semester, if she/he acquires credits as given in Table 2

13.6 Sixth Semester (Level 7):

A student shall be declared to have successfully completed the sixth semester, if she/he acquires credits as given in Table 2

13.7 Seventh Semester:

a) Bachelor with Honours:

A student shall be declared to have successfully completed the seventh semester for Bachelor with Honours degree, if she/he acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2 .

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

13.8. Fourth Year (Level 8):

(a) Bachelor with Honours:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2.

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

13.9. Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 as shown in clause 13.8.

13.10. Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

13.8. Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for University

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/Internship/appre- nticeship/community engagement and service	Credits	Qualification title (Credit requirement)
		Subject I	Subject II	Subject III						
Level 5	1	Major 1 (6 Credits)	Minor 1 (6 Credits)	Generic Elective Course 1 (4 Credits)	Vocational Course 1 (4 Credits)	1 (4 Credits)		# Inter/Intra Faculty	6+6+4+4 = 20	(40) Undergraduate Certificate in Main Faculty
	2	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	(80) Undergraduate Diploma in Main Faculty
	3	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	(120) Bachelor Degree in Main Faculty
	4	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	
Level 6	5	1 (6 Credits)			1 (4 Credits)		DSE-1 (4 credits)	Field project/Internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	
	6	1 (6 Credits)					DSE-2 (4 credits) DSE-3 (4 credits)	Field project/Internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	
Level 7	7	1 (6 Credits)	Research Methodology (4 Credits) 1				DSE-3 (4 credits)	Field project/Internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	(160) Bachelor Degree (Honours) in Main faculty
	8	1 (6 Credits)	1 (4 Credits)					1 (10 Credits) Research Project	6+4+10 = 20	Bachelor Degree (Research) in Main faculty
Total		48 Credits	32 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits	

14. Choice to Select the MOOC Courses:

- a. The University can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
 - b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within university but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the University.
 - c. The University shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the University.
 - d. The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
 - e. The University will take a decision for allowing the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the University. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.
 - f. The requirement of project/dissertation, as notified by the University need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of the University.
15. Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of at least seventy-five percent of theory lectures and practical separately will be required in each course to sit in the semester end examination.

- For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor.

16. Examination & Evaluation:

- 16.1 Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be as per rules of the University. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3.
- 16.2 The continuous evaluation of the student will be conducted as decided by the University. In case of internal assessment, the University shall distribute and design their assessment so that at least two tests are conducted in a semester.
- 16.3 The University may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
- 16.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course.
- 16.5 The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

or as decided by the University

- 16.6 In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:
If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.
- 16.7 If a student obtains F or AB grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous

assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

- 16.8** The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester. Ordinance no. 14 of Jaypee University of Engineering and Technology, Guna can be referred for promotion rules.
- 16.9** Repetition of a theory/practical course is allowed only to those candidates who get F or AB grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- 16.10** On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- 16.11** In case of zero semester, the student will not be promoted to the next semester till she/he clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- 16.12** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 16.13** The theoretical and practical courses can be repeated whenever offered or conducted by the University but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.

Table 3: Structure of Credit Course (Semester System)

Course (Credit)	Course Type	Credits Allocated			Distribution of Theory Marks			Distribution of Practical Marks			Tutorial Marks
		Theory	Practical	Tutorial	Internals (Through CCE)	External (End Semester Exam)		Internal	External (End Semester Practical Exam)		
1	Core/GE/DSE (6)	6	NA	NA	40	60		NA	NA		NA
2	Core/DSE/GE (6)	4	2	NA	40	60		40	60		NA
3	Core/DSE/GE (6)	2	4	NA	40	60		50 (Through CCE)	50		NA
4	Core/DSE/GE (6)	5	NA	1	40	60		NA	NA		100
5	DSE/SEC (Vocational Courses) (4)	4	0	NA	40	60		NA	NA		NA
6	DSE/SEC (Vocational Courses) (4)	3	1(P, T, W, etc)	NA	40	60		NA	100		NA
7	DSE/SEC (Vocational Courses) (4)	1	3(P, T, W, etc)	NA	40	60		50 (Through CCE)	50		NA
8	DSE/SEC (Vocational Courses) (4)	3	NA	1	40	60		NA	NA		100
9	AECC (Foundation Course) (4)	4	NA	NA	40	60		NA	NA		NA
10	Field-Projects / Internship / Apprenticeship / Community engagement & service/Research Project (6)	(i) Field-Projects / Internship / Apprenticeship / Community engagement & service: 4 Credits (75 Marks) (ii) Evaluation of Report 2Credit(25 Marks)									
11	Research Methodology(4)	3	NA	1	40	60		NA	NA		100
12	Dissertation (10)	Evaluation of Thesis: 6 Credits (50 Marks)+ Pre submission viva-voce: 2 Credit(25 Marks)+ External viva-voce: 2 Credit(25 Marks)									

P: Practical, T: Training, W: Workshop

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

18. Calculation of SGPA /CGPA:

18.1 The Semester Grade Point Average (SGPA) is a measure of performance of the student in a semester. It is the ratio of total credit points secured by a student in various courses registered in that semester and the total course credits taken during that semester

18.2 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance 14.

18.3 CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 14.

19. On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years (6 semester) and 4-years (8-semester) undergraduate degrees may indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off upto second decimal point.

20. The student will be examined by the university as per the prevailing syllabus and scheme of examination.
21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
22. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
23. Grade sheets will be developed as decided by the University.
24. **Credit Transfer:**
 - 24.1 The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
 - 24.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission Establishment and Operation of Academic Bank of Credits in Higher Education Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 24.3 Except for the cases of provisional promotions, the university shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.
25. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
26. The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
27. In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
28. If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University and shall be implemented with immediate effect.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER**ANNEXURE-S-1****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20		-	138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

Rabindranath Tagore University Ordinance 35 A

Ordinance for three/four years Undergraduate Degree (CBCS Semester Mode)

B.A./B.A.J.M.C/ BSW/ B.VOC/ B.Sc./B.Com./B.C.A./B.B. A/ BPES

(As per the “Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions” issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of this Ordinance shall be applicable on pre published ordinance no. 8 (B.A./B.A.J.M.C/BSW/B.Sc./B.Com./B.C.A./B.B.A/BPES), ordinance no.29 (B.VOC), ordinance no. 31 (CBCS Semester Mode) from the academic session 2022-23.
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as ordinance no. 8 (Bachelor of Arts B.A. /Bachelor of Arts Journalism & Mass Communication (B.A.J.M.C) / Bachelor of Social Work (BSW) / Bachelor of Science (B.Sc) / Bachelor of Commerce (B.Com/ .), Bachelor of Computer Application (B.C.A) / .), Bachelor of Business Administration (B.B.A), / Bachelor of Physical Education and Sports (B.P.E.S.) , ordinance no.29 (Bachelor of Vocational (B.VOC) , ordinance no. 31 (CBCS Semester Mode), and other similar Undergraduate programmes
3. The Ordinance shall be applicable to all such programmes being run by the University in its Teaching Departments (UTDs)/SOS (School of Studies) and constituent units for their regular as well as non-collegiate (private) students.
4. Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its UTDs/SOS.
5. Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.
6. The admission shall be made on merit calculated on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.
7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University.

8. The in-take capacity shall be determined in advance by the university in accordance with the guidelines/norms in this regard issued by the State Government/UGC /MPPURC and other statutory bodies concerned so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website.
9. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
10. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
 - i) Disciplinary/interdisciplinary/Major (48 credits)
 - ii) Disciplinary/interdisciplinary/Minor (32 credits)
 - iii) Generic Elective (16 credits)
 - iv) Discipline Specific Elective (16 credits)
 - v) Skill Enhancement Courses/Vocational Courses (12 credits)
 - vi) Ability Enhancement Courses (08 credits)
 - vii) Field projects/internship/apprenticeship/community engagement and service/research project (28credits).

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his*

Major Subject. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

2nd Year

Entry 2. The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
- Credits' for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.

11. The minimum duration of the **undergraduate degree programme** shall be of three academic years/six semesters whereas that of **undergraduate degree leading to Honours/Research** shall be of four academic years/eight semesters.

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of **Undergraduate Degree** and **Undergraduate Degree (Honours/Research)** programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

12. TYPES OF COURSES

Each of the subject/categories(i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

12.1. Core Course: Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

12.2. Elective Course:

Generally a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

12.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

12.2.2 Dissertation/Project:

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

12.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

13.1. First Year (Level 5):

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

13.2. Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2.

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

13.3. Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

13.4. Fourth Year (Level 8):

(a) Bachelor with Honours:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2 .

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

13.5. Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 shown in clause 13.8.

13.6. Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

13.8. Table-2: Proposed Structure for Undergraduate Programme: UGCBCS System for Universities / Autonomous Colleges

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty		Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/appre- nticeship/communityeng- agementand service	Credits	Qualification title(Creditrequire- ment)
		Subject I	Subject II	Subject III	Generic Elective Course						
Level 5	1	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	Vocational Course	1 (4 Credits)		# Inter/Intra Faculty	6+6+4+4 = 20	Undergraduate C ertificate in Main Faculty (40)
	2	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)		1 (4 Credits)			6+6+4+4 = 20	Undergraduate C ertificate in Main Faculty (80)
	3	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)				6+6+4+4 = 20	Undergraduate D iploma in Main Faculty (120)
	4	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)				6+6+4+4 = 20	Bachelor Degree in Main Faculty (160)
Level 6	5	1 (6 Credits)				1 (4 Credits)		DSE-1 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	Bachelor Degree in Main Faculty (120)
	6	1 (6 Credits)						DSE-2 (4 credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	Bachelor Degree (Honours) in Main faculty Bachelor Degree (Research) in Main faculty
Level 7	7	1 (6 Credits)	1 Research Methodology (4 Credits)					DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	Bachelor Degree (Honours) in Main faculty Bachelor Degree (Research) in Main faculty
	8	1 (6 Credits)	1 (4 Credits)						1 (10 Credits) Research Project	6+4+10 = 20	Bachelor Degree (Honours) in Main faculty Bachelor Degree (Research) in Main faculty
Total		48 Credits	32 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits		

14. Choice to Select the MOOC Courses:

- a. The UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the UTD.
- c. The UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the UTD.
- d. The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The Autonomous College/University will take a decision for allowing the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.
- f. The requirement of project/dissertation, as notified by the respective UTD need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of UTD.

- 15.** Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of atleast seventy-five percent of theory lectures and practicals separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor.

16. Examination & Evaluation:

- 16.1** Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.16.

- 16.2** The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD. In case of internal assessment, the UTD/University shall distribute and design their assessment so that at least two tests are conducted in a semester.

- 16.3** UTD may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.

- 16.4** Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.6.

16.5 The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

16.6 In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.

16.7 If a student obtains For Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University/UTD. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

16.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATK (Allowed To Keep Term) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATK examination, the provisional promotion will be terminated, but he/she will be given

second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

- 16.9** On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- 16.10** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- 16.11** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 16.12** The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- 16.13** Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

18. Calculation of SGPA/CGPA:

- 18.1** The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance 14.

- 18.2** CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 14,

- 19.** On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degree should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off upto second decimal point.

20. The student will be examined by the university as per the prevailing syllabus and scheme of examination.
21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
22. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
23. Grade sheets will be developed as given in Ordinance 35A.
24. **Credit Transfer:**
 - 24.1 The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
 - 24.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank Of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 24.3 Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.
25. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
26. The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
27. In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
28. If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Board of Management of the University (in case of UTDs) and shall be implemented with immediate effect.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER**ANNEXURE-S-1****Name of the University****GRADE SHEET****Name of the Institute****Address of the Institute****Name of the Programme**

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average**CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10****Date of Result****Controller of Examination**

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER**ANNEXURE-S-4****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20			138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

AMITY UNIVERSITY, GWALIOR

Ordinance 38 A

Ordinance for three/four year Undergraduate (CBCS Semester Mode)

As per the “Guidelines for Multiple Entry and Exit in Academic Programme” issued by UGC, New Delhi under National Education Policy 2020

1. The provisions of this Ordinance shall be applicable on Ordinance No.19, Bachelor of Science B.Sc.(Hons.), Ordinance No. 20, Bachelor of Science (B.Sc.), Ordinance No.22, Bachelor of Computer Application (BCA), Ordinance No.24, Bachelor of Business Administration (BBA), Ordinance No.26, Bachelor of Commerce B.Com.(Hons.), Ordinance No.30, Bachelor of Arts B.A (Hons.) Ordinance No.32, Bachelor of Journalism and Mass Communication (BJMC), Ordinance No.33, Bachelor of Mass Communication (BMC), Ordinance No.35, Bachelor of Education (B.Ed.) Ordinance No.37 Bachelor of Physical Education (B.P.E.) Ordinance No.38, Bachelor of Physical Education (B.P.Ed.) from the academic session 2022-23.
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Arts (B.A), Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com), Bachelor of Computer Application (B.C.A), Bachelor of Business Administration (B.B.A) and other similar Undergraduate Programmes offered by Amity University, Madhya Pradesh.
3. Admission rules and guidelines for admission to these programmes have been framed by the University for admission in its institutions. Ordinance No. 02 “Admission of Students” of first Ordinances of Amity University Madhya Pradesh can be referred to.
4. The student who has passed the Grade 12 Examination from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government determined in advance by the University/Constituent Institutions following the guidelines issued by the State Government/ Central Government/UGC and other statutory bodies concerned will be eligible for admission to these Undergraduate Programmes.
5. The admission shall be made on the merit calculated on the basis of criteria notified by the University/ Central Government/State Government, keeping in view the guidelines in this regard issued by the UGC and other statutory bodies concerned.
6. Student enrolment in a programme shall be restricted to the seats allotted by the University.
7. The in-take capacity shall be determined in advance by the University under the provisions of this Ordinance applicable from the academic session 2022-23.
8. Depending upon the academic and physical facilities available, the University may

earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the students has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.

9. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents Certificate, level 6 represents Diploma, level 7 represents Bachelor Degree and 8 represents Bachelor Degree (Honours/Research) qualification (Table 1). The four-year undergraduate programme shall comprise course under the following subjects/categories.
 - i. Disciplinary/Interdisciplinary Major (Core Course + DSE) (64 credits)
 - ii. Disciplinary/Interdisciplinary Major (32 Credits)
 - iii. Generic Elective (16 credits)
 - iv. Skill Enhancement Course/Vocational Course (12 Credits)
 - v. Ability Enhancement Courses (08 Credits)
 - vi. Field projects/internship/apprenticeship/community engagement and service /research project (28 credits)

For BBA/BCA/B.Sc./and similar programmes, a group/subject shall be chosen as Major/Minor/Generic/Elective.

Qualification and credit requirements are given in Table 1. The *entry and exit options* for students, who enter the undergraduate programme, are as follows:

1st Year (First & Second Semester –Level 5)

Entry 1: The entry requirement for first semester in level 5 is successful completion of Class 12 from M P Board of Secondary Education, Bhopal, or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student passes all the courses of Level 5 and earns the requisite number of credits, the student will become entitled to an *Undergraduate certificate in the programme of her/his Major Subject*. If he/she wants to exit, he/she can exit the programme with *Undergraduate certificate* in hand.

2nd Year (Third & Fourth Semester –Level 6)

Entry 2: The entry requirement for fourth semester in Level 6 is the successful completion of Level 5. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5 & 6 and earns the requisite number of credits, the student becomes entitled to an *Undergraduate Diploma in the programme of*

her/his Major Subject. If he/she wants to exit, he/she can exit the programme with **Undergraduate Diploma** in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year (Fifth & Sixth Semester –Level 7)

Entry 3: The entry requirement for semester six in Level 7 is successful completion of Level 5 & 6. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If a student passes all the courses of Level 5 to 7 i.e., first to six semesters and earns the requisite number of credits, the student becomes entitled to the **Undergraduate Degree in the programme of her/his Major Subject.** A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year (Seventh & Eight Semester- Level 8)

Entry 4: An Individual seeking admission to a **Bachelor's degree (Honours/Research) (Level 8)** in a specified field of learning would have completed all requirements of the relevant three- year bachelor's degree (Level 7). After completing the requirements of a three year Bachelor's degree, the student who meets a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled to an **Undergraduate Degree (Honours./Research) in the programme of her/his Major Subject.** A Bachelor's degree (Honours /Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table –1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate (in the field of learning/ discipline) for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: one year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma (in the field of learning / discipline) for those who exit after two years (four semesters) of the undergraduate programme. (programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor Degree (Programme duration: Three years or six semesters)	120
Level 8	Bachelor Degree (Honours/Research) (Programme duration: Four years or eight semesters).	160

The salient features of the credit-based semesters scheme Each course carries a defined number of credits. The credits are based on the course structure, including the teaching mode and the number of contact hours for lecture, tutorial, and practical classes. Credits are considered to be based on the number of contact hours, course content, teaching methodology and allotted maximum marks

The credits will be awarded by the University. The credits can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of **one credit**.
 - Credits for internship shall be **one credit per week** of training, subject to a **maximum of six credits in a semester**.
10. The minimum duration of the Undergraduate Degree Programme shall be of three academic years/six semesters, whereas that of Undergraduate Degree leading to Honours/Research shall be of four academic years/ eight semesters.

A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.

The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Research) programme for regular students shall be 6 and 8 years, respectively.

A student will be allowed to enter/re-enter only at the odd semester and can only exit after even semester. Re- entry at various levels as lateral entrants in academic programmes should be based on the earned credits and proficiency test record.

The validity of credits earned will be to a maximum period of seven years (as per UGC guidelines for multiple entry and exit in academic programmes or as specified by UGC in later stage)

11. TYPES OF COURSES:

Each of the subject/categories (i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows.

11.1 Core Course: Such course which shall compulsorily be studied by the student as a core requirement of the programme.

11.2 Elective Course: A course which the student can choose from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

11.2.1 Discipline Specific Elective (DSE) Course: Elective courses offered from the main discipline /subject of study are referred to as Discipline Specific

Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/ subject of study).

11.2.2 Dissertations/ Project: An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course independently with advisory support by a teacher/faculty member is called dissertation/ project. A project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

11.2.3 Generic Elective (GE) Course: An elective course chosen generally from an unrelated discipline/ subject to seek exposure of other fields is called a Generic Elective course.

11.3 Ability Enhancement Courses (AEC): The ability enhancement courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
 - Skill Enhancement Courses (SEC) or Vocational Courses
- “AECC” courses are the courses based upon the content that leads to Knowledge enhancement such as,
- Environmental Education
 - English/Hindi Communication is mandatory for all disciplines
- SEC courses are value-based/skill-based and may also be designed to enhance skills of the Major subject. They are earned to provide hands on training competences, skills, etc.

11.4 The syllabus for a specific programme will be decided by the concerned Board of Studies of the University based on the curriculum issued by the UGC under Learning Outcome Based Curriculum Framework (LOCF) with maximum deviation of 20%.

12 STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

12.1 First Semester:

A student shall be declared to have successfully completed the first semester if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Courses of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Courses (AEC).

12.2 Second Semester: (Level 5):

A student shall be declared to have successfully completed the second semester if he/she acquires 6 credits in Core Course of the major subject. 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Course (AEC).

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subject from science/arts/commerce faculty, a student passing Grade 12 with commerce faculty can take major and minor subject from commerce/arts faculty, whereas a student passing Grade 12 with arts faculty can choose major and minor subjects from arts faculty only Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subjects can be chosen from any faculty However, allotment of choices will be subjected to the provisions of admission guidelines.

12.3 Third Semester:

A student shall be declared to have successfully completed the third semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Skill Enhancement Course (SEC)/Vocational Course.

12.4 Fourth Semester (Level 6):

A student shall be declared to have successfully completed the fourth semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 Credits in Skill Enhancement Course (SEC) Vocational Course.

The student shall be given a single chance at the entry of level 6 to interchange the major and minor subjects However, in such cases, it will be the students responsibility to earn additional credits to fulfill the minimum requirements of credits prescribed for the major course. Only after fulfillment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree

12.5 Fifth Semester:

A student shall be declared to have successfully completed the fifth semester, if he/she acquires 6 credits in Core Courses of the major subject, 4 credits in Skill Enhancement Course (SEC)/Vocational Course, 4 Credits in discipline specific elective (DSE) of the major subject and 6 credit in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and /or minor subjects.

12.6 Sixth Semester (Level 7):

A student shall be declared to have successfully completed the sixth semester, if he/she acquires 6 credits in Core Courses of the major subject, 8 credits in discipline specific elective (DSE) of the major subject and 6 credit in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and /or minor subjects.

12.7 Seventh Semester:

Bachelor with Honours/Research

A student shall be declared to have successfully completed the seventh semester with honours, if he/she acquires 6 credits in Core Courses of the Major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subjects, and 6 credits in field project/internship/apprenticeship related to the major subjects.

A student shall be declared to have successfully completed the seventh semester with research, if he/she acquires 6 credits in Core Courses of the Major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subjects, and 6 credits in research project.

12.8 Eighth Semester (Level 8) :

Bachelor with Honours/Research

A student shall be declared to have successfully completed the eighth semester with honours, if he/she acquires 6 credits in Core Courses of the Major subject, 4 credits in dissertation, and 10 credits in field project/ internship/apprenticeship related to the major subjects.

A student shall be declared to have successfully completed the eighth semester with research, if he/she acquires 6 credits in Core Courses of the Major subject, 4 credits in minor and 10 credits in research project.

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

12.9 Additional Courses:

In the categories of minor subject generic elective and skill enhancements courses/vocational courses, a student may earn up to 6 credits per year in the entire tenure of the 3-year undergraduate degree programmes after paying due fees for registration and examination.

12.10 A student may change the generic elective subject in each year of the 3-year undergraduate degree programme.

12.11 Table-2: Proposed Structure for Undergraduate Programme : UGC CBCS System for University

Level	Semester	Main Faculty (as per prerequisite)				Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	Field projects/internship/apprenticeship/ community engagement and service	Credits	Qualification title (Credit requirement)	
		Subject I		Subject II	Subject III							
		Core	Major	Minor	Generic Elective Course							
Level 5	1	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)	Vocational Course	1 (4 Credits)	# Inter / Intra Faculty	6+6+4+4=20	(40) Undergraduate Certificate in Main Faculty		
	2	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)		1 (4 Credits)		6+6+4+4=20			
Level 6	3	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)		1 (4 Credits)		6+6+4+4=20	(80) Undergraduate Diploma in Main Faculty		
	4	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)		1 (4 Credits)		6+6+4+4=20			
Level 7	5	1 (6 Credits)	1 (4 Credits)				1 (4 Credits)	Field project/internship/ apprenticeship (6 Credits)	6+4+4+6=20	(120) Bachelor Degree in Main Faculty		
	6	1 (6 Credits)	(4 Credits) + 2 (4 Credits)						Field project/internship/ apprenticeship (6 Credits)		6+4+4+6=20	
Level 8	7	1 (6 Credits)	1 (4 Credits)	1 Research Methodology (4 Credits)				Field project / internship apprenticeship or Research Project (6 Credits)	6+4+4+6=20	(160) Bachelor Degree (Honours) in Main faculty Bachelor Degree (Research) in Main faculty		
	8	1 (6 Credits)		1 (4 Credits)					Field project / internship Apprenticeship or Research Project (10 Credits)		6+4+10=20	
Total		48 Credits		16 Credits		32 Credits		16 Credits		8 Credits		160 Credits

13. Choice to select the MOOC Course:

- a. The university can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other online education learning platform approved by UGC/Regulatory Body from time to time.
- b. The student will have the choice to opt elective-generic/ Skill Enhancement /Ability Enhancement course from the courses available within the institution or in other institutions of the university but from same level of the programmes. An alternate choice will also be available to the student to opt for courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active Learning for Young Aspiring Minds) platform with the permission of University.
- c. The institutions shall offer elective- generic courses in each programme on merit basis across the disciplines. The number of seats in the courses will depend on available facilities in the institution.

14. Requirement of attendance will be as per University Ordinance governing the examinations. In general, attendance of at least seventy five percent will be required in each course to sit in the end semester examination.

For special reasons such as prolonged illness deficiency in the percentage of attendance not exceeding five percent in each course may be condoned by the Vice Chancellor.

15. Examination & Evaluation:

15.1 Examination will be conducted as per Ordinances 5 & 6 of Amity University, Madhya Pradesh as per the Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. Generally, each course will correspond to an examination paper comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE(Discipline specific elective Course) will be of 3 hours while vocational (SEC) and AEC(Ability Enhancement Course) will be of 2 hours duration. The credit structure for theory/Practical/tutorial, internal, external examinations and total marks for an examination are shown in table 3 in clause 15.15.

15.2 The question paper of the external examination should preferably contain long answer, short answer, and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20

marks. Each of these, two must be written tests and the third may be written test Quiz/Semester/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination, failing which, the student will be awarded Ab grade in that course.

15.3 University institutions may design their mode of internal assessment with due approval from the respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions 2019" published by the UGC.

15.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 15.5

15.5 The grading will be made on 10 point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks(%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very Good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

15.6 In cases statutory bodies of the programme issue the guidelines regarding the minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded otherwise, the grades will be awarded as per above- mentioned table.

15.7 If a student obtains F or Ab grade in any course(s), he/she will be treated as having failed in the course(s). He/She has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

15.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be

asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester, then the student will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed to keep terms) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated but he/she will be given second chance to pass the failed courses. Suppose the student does not successfully complete the concerned semester even after the aforesaid second chance in that case, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

15.9 Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

15.10 On account of valid reasons, a student may withdraw from a semester. In such case, that semester will be treated as zero semester.

15.11 In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The University may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships.

15.12 The provision for review of answer book in semester system will be available as per the existing rules of the University.

15.13 The theoretical and practical courses can be repeated whenever offered or conducted by the University but within the maximum duration of the programme. He/she can avail multiple repeat attempts to pass courses.

15.14 Applicable to institutions in the same universities, the institution, where students from other Institutions are registered for choice based elective course(s), will send the grade to the concerned institution where the student enrolled. The result will be declared by the institution where the student has taken admission.

16. Evaluation and Certification of MOOCs and Vocational Courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs Vocational courses, Field-Projects Internship/Apprenticeship/Community engagement and service/Research Project.

17. Calculation of SGPA/CGPA:

17.1 Semester Grade Point Average (SGPA) is a measure of performance of the student in a semester. It is the ratio of total credit points secured by a student in various courses registered in that semester and the total course credits taken during that semester, i.e.

$$SGPA (S_i) = \frac{(C_1G_1 + C_2G_2 + C_3G_3 + \dots)}{C_1 + C_2 + C_3 \dots}$$

Where S_i is the i^{th} year, C_i is the number of credits of the i^{th} course in the semester (S_i) and G_i is the grade point scored by the student in the i^{th} course.

17.2 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credits points secured by the student, except the credits of additional courses if any. The SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet

Calculation of SGPA

Course	Credits(C)	Grade	Grade Point (GP)	Credit Points (C*GP)	SGPA (Total Credit Point/Total Credit)
Course 1	6	A	8	48	146/20 = 7.30
Course 2	6	C	5	30	
Course 3	4	B+	7	28	
Course 4	4	O	10	40	
Total	20			146	

17.3 CGPA is a measure of the overall cumulative performance of a student over all semester completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the credits of all courses in all the semesters completed. The CGPA will be calculated as per follows

$$CGPA = \frac{\sum [Ci \times SGPA(Si)]}{\sum Ci}$$

Where SGPA (Si) is the SGPA of the i^{th} year and Ci is the total number of credits in the i^{th} semester

Calculation of CGPA:

Semester	Credits	SGPA	Credits× AGPA	CGPA
1	20	7.50	150.00	CGPA = $\frac{\text{Total(Credits} \times \text{SGPA)}}{\text{Total Credits}}$ CGPA = $1229.60/160 = 7.685 \approx 7.69$ (round off to second decimal point)
2	20	7.58	151.60	
3	20	7.32	146.40	
4	20	8.34	166.80	
5	20	7.58	151.60	
6	20	7.32	146.40	
7	20	8.34	166.80	
8	20	7.50	150.00	
Total	160		1229.60	

18. On completing all requirements for the award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate /diploma/degree. The 3-years (6 semester) and 4-years (8 semester) undergraduate degrees should also indicate the Division obtained as per follows.

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters.

$$\text{Equivalent Percentage} = CGPA \times 10$$

The percentage will be rounded off up to the second decimal point

19. The student will be examined by the University as per the prevailing syllabus and scheme of examination.
20. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum required credits for the certificate/degree/diploma
21. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grades secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
22. Grade sheets will be developed by the University based on model Annexures S1 to S4.
23. **Credit Transfer:**
 - 23.1 The credit transfer shall be implemented as per the policy of the University framed in accordance with the guidelines issued by the UGC from time to time.
 - 23.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 23.3 Except for the cases of provisional promotions, the universities shall facilitate credit transfer of students between them. However, the student may be required to fulfill some eligibility criteria, drawing parity for a course, framed by the University in which the student seeks admission.
24. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Board of Management whose decision thereon shall be applicable.
25. The guidelines, related to this programme, issued by the statutory bodies e.g., UGC/AICTE/PCI/BCI/RCI issued from time to time will be adopted for implementation.
26. In matters not covered under this Ordinance, general rules of the University shall be applicable.
27. If UGC notifies any change in future in its Regulations in this regard, the same will be incorporated in the existing Ordinance with the approval by the Academic Council and Board of Management of the University.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER**ANNEXURE-S-4****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20			138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

Oriental University, Indore Ordinance 53 A

Ordinance for three/four years Undergraduate Degree (CBCS Semester Mode)

(As per the “Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions” issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of this Ordinance shall be applicable on **Ordinance no 8**, Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com.), Bachelor of Computer Application (B.C.A.), Bachelor of Business Administration (B.B.A.), and **Ordinance 30**, Bachelor of Journalism & Mass Communication (B.J.M.C.) academic session 2022-23.
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com.), Bachelor of Computer Application (B.C.A.), Bachelor of Business Administration (B.B.A.), Bachelor of Journalism & Mass Communication (B.J.M.C.) and other similar Undergraduate programmes offered by **Oriental University, Indore**.
3. The Ordinance shall be applicable to all such programmes being run by the University in its Teaching Departments (UTDs)/SOS (School of Studies) and its affiliated constitute Units for their regular students.
4. Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its institutions. Ordinance No 8 and 30 “Faculty, Departments and courses offered in the University” of First ordinance of Oriental University, Indore can be referred to.
5. Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.
6. The admission shall be made on merit calculated on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.
7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University. The in-take capacity shall be determined in advance by the university/autonomous college in accordance with the guidelines/norms in this regard issued by the State Government/UGC, MPPURC and other statutory bodies concerned so that the same could be

- suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website .
8. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
 9. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
 - i) Disciplinary/interdisciplinary/Major (48 credits)
 - ii) Disciplinary/interdisciplinary/Minor (32 credits)
 - iii) Generic Elective (16 credits)
 - iv) Discipline Specific Elective (16 credits)
 - v) Skill Enhancement Courses/Vocational Courses (12 credits)
 - vi) Ability Enhancement Courses (08 credits)
 - vii) Field projects/internship/apprenticeship/community engagement and service/research project (28 credits).

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

2nd Year

Entry 2. The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diplomain the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diplomain* hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
- Credits' for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.

11. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

12. TYPES OF COURSES

Each of the subject/categories(i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

12.1. Core Course: Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

12.2. Elective Course:

Generally a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

12.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

12.2.2 Dissertation/Project:

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

12.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- 12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

13.1. First Year (Level 5):

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

13.2. Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2 .

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

13.3. Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

13.4. Fourth Year (Level 8):**(a) Bachelor with Honours:**

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2 .

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

13.5. Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 as shown in clause 13.8.

13.6. Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

13.8. Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for Universities / Autonomous Colleges

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty		Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/appre- nticeship/community en- gagement and service	Credits	Qualification title (Credit require- ment)
		Subject I	Subject II	Subject III	Generic Elective Course						
Level 5	1	Major	Minor			Vocational Course			# Inter/Intra Faculty		
		1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)		1 (4 Credits)			6+6+4+4 = 20	(40)
	2	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)		1 (4 Credits)			6+6+4+4 = 20	Undergraduate Certificate in Main Faculty
	3	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)				6+6+4+4 = 20	(80)
Level 6	4	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)				6+6+4+4 = 20	Undergraduate Diploma in Main Faculty
	5	1 (6 Credits)				1 (4 Credits)				6+4+4+6 = 20	(120)
	6	1 (6 Credits)						DSE-1 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	Bachelor Degree in Main Faculty
Level 7	7	1 (6 Credits)	1 Research Methodology (4 Credits)					DSE-2 (4 credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	(160)
		1 (6 Credits)	1 (4 Credits)					DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	Bachelor Degree (Honours) in Main faculty
	8	1 (6 Credits)							1 (10 Credits) Research Project	6+4+10 = 20	Bachelor Degree (Research) in Main faculty
Total		48 Credits	32 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits		

14. Choice to Select the MOOC Courses:

- a. The Autonomous College/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the Autonomus College/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the College/UTD.
- c. The Autonomus College/UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the Autonomus College/UTD.
- d. The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The Autonomous College/University will take a decision for allowing the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the Autonomous College/UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.
- f. The requirement of project/dissertation, as notified by the respective Autonomous College/UTD need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of Autonomous College/ UTD.

15. Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of at least seventy-five percent of theory lectures and practicals separately will be required in each course to sit in the semester end examination. For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor/Principal of autonomous colleges.

16. Examination & Evaluation:

- 16.1 Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.16.
- 16.2 The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD/Autonomous College. In case of internal assessment, the college/UTD/University shall distribute and design their assessment so that at least two tests are conducted in a semester.
- 16.3 UTD/Autonomous colleges may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
- 16.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.6.
- 16.5 The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89

A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

- 16.6** In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:
If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.
- 16.7** If a student obtains F or Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University/UTD. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
- 16.8** The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.
- If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.
- If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

- 16.9** On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- 16.10** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- 16.11** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 16.12** The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- 16.13** Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

18. Calculation of SGPA /CGPA:

18.1 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance 14.

18.2 CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 14,

19. On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

Equivalent Percentage = CGPA x10

The percentage will be rounded off upto second decimal point.

20. The student will be examined by the university as per the prevailing syllabus and scheme of examination.
21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
22. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
23. Grade sheets will be developed as given in Ordinance 14.
24. **Credit Transfer:**
 - 24.1 The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
 - 24.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank Of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 24.3 Except for the cases of provisional promotions, the universities established by M.P.University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.
25. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
26. The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
27. In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
28. If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA - Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20			138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

PEOPLE'S UNIVERSITY, BHOPAL

Established Under M.P Act of No. 17 of 2007

Ordinance No. 67A

Ordinance for three/four years Undergraduate Degree (CBCS Semester Mode)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of this Ordinance shall be applicable from the academic session 2022-23.
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as – Ordinance No. 44 - Bachelor of Arts (B. A), Ordinance No. 42 -Bachelor of Science (B.Sc), Ordinance No. 43 -Bachelor of Commerce (B.Com), Ordinance No. 38 -Bachelor of Business Administration (B.B.A), Ordinance No. 51 -Bachelor of Business Administration (B.B.A) in Hospitality and Hotel Management], Ordinance No. 16 -B.Sc (Electronic Media), Ordinance No. 46 -Bachelor of Hotel management(BHM) and other similar Undergraduate programmes notified by the University.
3. The Ordinance shall apply to all such programmes being run by the University in its Teaching Departments (UTDs)/ Constituent Units for their regular students.
4. Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its UTDs/ Constituent Units.
5. Students who have completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal, or an equivalent examination from any other board recognized by the State Government/University will be eligible for admission to these undergraduate programmes.
6. The admission shall be made on merit calculated on the basis of criteria notified by the University/ State Govt., keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the

reservation policy issued by the Government from time to time.

7. Student enrolment in a programme shall be restricted to the seats allotted by the University.
8. The in-take capacity shall be determined in advance by the University following the guidelines/norms issued by the State Government/UGC and other statutory bodies concerned. The same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website.
9. Depending upon the academic and physical facilities available, the university/college may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the ***second year/third year/fourth year*** of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
10. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) qualification (Table 1). The four-year undergraduate programme shall comprise courses under the following subjects/categories:
 1. Disciplinary/interdisciplinary Major (Core Course+ DSE) (64 credits)
 2. Disciplinary/interdisciplinary Minor (32 credits)
 3. Generic Elective (16 credits)
 4. Skill Enhancement Courses/Vocational Courses (12 credits)
 5. Ability Enhancement Courses (08 credits)
 6. Field projects/internship/apprenticeship/community engagement and service/research project (28 credits).

N.B.: For B.B.A. and like programmes, a group/subject shall be chosen as Major/Minor/Generic Elective.

Qualification and Credit Requirements are given in Table. 1. The ***entry and exit*** options for students, who enter the undergraduate programme, are as follows:

1st Year (First & Second Semester-Level 5)

Entry 1: The entry requirement for first semester in Level 5 is successful completion of Class 12 from M. P. Board of Secondary Education, Bhopal, or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who

have met the admission requirements.

Exit 1: If a student passes all the courses of Level 5 and earns the requisite number of credits, the student will become entitled to an *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

2nd Year (Third & Fourth Semesters-Level 6)

Entry 2. The entry requirement for fourth semester in **Level 6 is the successful completion of Level 5**. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5 & 6 and earns the requisite number of credits, the student becomes entitled to an *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year (Fifth & Sixth Semester-Level 7)

Entry 3. The entry requirement for semester six in **Level 7 is successful completion of Level 5 & 6**. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e., first to six semesters and earns the requisite number of credits, the student becomes entitled to the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year (Seventh & Eighth Semester-Level 8)

Entry 4. An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled to an *Undergraduate Degree (Honours/Research) in the faculty of her/his Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the University. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for 15 weeks resulting in the award of **one credit**;
 - Credits for internship shall be **one credit per week** of training, subject to a maximum of six credits in a semester.
11. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters, whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.
- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.

The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Research) programme for regular students shall be 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

12. TYPES OF COURSES

Each of the subject/categories (i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

12.1. Core Course: Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

12.2. Elective Course:

Generally, a course which the student can choose from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

12.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

12.2.2 Dissertation/Project:

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course independently with advisory support by a teacher/faculty member is called dissertation/project. It is considered a special course involving the application of knowledge in solving/analysing/exploring a real-life situation /difficult problem for a bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

12.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject to seek exposure of other fields is called a Generic Elective course.

12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

"AECC" courses are the courses based upon the content that leads to

Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication is mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to enhance skills of the Major Subject. They are aimed to provide hands-on training, competencies, skills, etc.

12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University/Constituent Units based on the curriculum issued by the UGC under LOCF with maximum deviation of 20%.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

13.1. First Semester:

A student shall be declared to have successfully completed the first semester, if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Course (AEC).

13.2. Second Semester (Level 5):

A student shall be declared to have successfully completed the second semester, if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Course (AEC).

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing Grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing Grade 12 with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subjects can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

13.3. Third Semester:

A student shall be declared to have successfully completed the third semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Skill

Enhancement Course (SEC)/Vocational Course.

13.4. Fourth Semester (Level 6):

A student shall be declared to have successfully completed the fourth semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Skill Enhancement Course (SEC)/Vocational Course.

The student shall be given a single chance at the entry of level 6 to interchange the major and minor subjects. However, in such cases, it will be the students' responsibility to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course. Only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

13.5. Fifth Semester:

A student shall be declared to have successfully completed the fifth semester, if he/she acquires 6 credits in Core Courses of the major subject, 4 credits in Skill Enhancement Course (SEC)/Vocational Course, 4 credits in discipline specific elective (DSE) of the major subject and 6 credits in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and/or minor subjects.

13.6. Sixth Semester (Level 7):

A student shall be declared to have successfully completed the sixth semester, if he/she acquires 6 credits in Core Courses of the major subject, 8 credits in discipline specific elective (DSE) of the major subject and 6 credits in Field Projects/ internship/ apprenticeship/ community engagement and services, preferably related to major and/or minor subjects.

13.7. Seventh Semester:

Bachelor with Honours/Research:

A student shall be declared to have successfully completed the seventh semester with honours, if he/she acquires 6 credits in core courses of the Major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subject, and 6 credits in field project/ internship/ apprenticeship related to the major subject.

A student shall be declared to have successfully completed the seventh semester with research, if he/she acquires 6 credits in core courses of the Major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subject, and 6 credits in research project.

13.8. Eighth Semester (Level 8):**Bachelor with Honours/Research:**

A student shall be declared to have successfully completed the eighth semester with honours, if he/she acquires 6 credits in core courses of the Major subject, 4 credits in dissertation, and 10 credits in field project/ internship/ apprenticeship related to the major subject.

A student shall be declared to have successfully completed the eighth semester with research, if he/she acquires 6 credits in core courses of the Major subject, 4 credits in Minor, and 10 credits in research project.

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

13.9 Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to 6 credits per year in the entire tenure of the 3-year undergraduate degree programme after paying due fees for registration and examination.

13.10 A student may change the generic elective subject in each year of the 3-year undergraduate degree programme.

13.11 Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for Universities

	Main Faculty (As per prerequisite)					Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	Field projects/internship/appr enticeship/community engagement and service # Inter/Intra Faculty	Credits	Qualification title (Credit requirement)
	Subject I		Subject II		Subject III						
	Core	DSE	Minor								
Level 5	1	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)	Vocational Course	1 (4 Credits)			6+6+4+4 =20	(40) Undergraduate Certificate in Main Faculty
		1 (6 Credits)		1 (6 Credits)	1 (4 Credits)		1 (4 Credits)			6+6+4+4 =20	
Level 6	3	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)		1 (4 Credits)			6+6+4+4 =20	(80) Undergraduate Diploma in Main Faculty
		1 (6 Credits)		1 (6 Credits)	1 (4 Credits)		1 (4 Credits)			6+6+4+4 =20	
Level 7	5	1 (6 Credits)	DSE-1 (4 credits)				1 (4 Credits)		Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	(120) Bachelor Degree in Main Faculty
		1 (6 Credits)	DSE-2 (4 credits) DSE-3 (4 credits)						Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
Level 8	7	1 (6 Credits)	DSE-4 (4 credits)	1 Research Methodology (4 Credits)					Field project/internship/ Apprenticeship or Research Project 1 (6 Credits)	6+4+4+6 =20	(160) Bachelor Degree (Honours) in Main faculty Bachelor Degree (Research) in Main faculty
		1 (6 Credits)		1 (4 Credits)					Field project/internship/ Apprenticeship or Research Project 1 (10 Credits)	6+4 +10 =20	
Total		48 Credits	16 Credits	32 Credits	16 Credits	12 Credits	08 Credits	28 Credits	160 Credits		

14. Choice to Select the MOOC Courses:

- a. The UTD/Constituent Units can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognized by the central Government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the UTD/Constituent Units or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt for courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active- Learning for Young Aspiring Minds) platform with the permission of the UTD/Constituent Units.
- c. The UTDs/Constituent Units shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the UTD/Constituent Units.
- d. The students can also opt for a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The University/ Constituent Units will decide to allow the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting for a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the UTD/Constituent Units. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and facilitate/conduct the lab/practical sessions/examinations.
- f. The requirement of project/dissertation, as notified by the respective UTD/Constituent Units /needs to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/ Companies/Industries with the approval of UTD/Constituent Units.

15. Attendance of at least seventy-five percent of theory lectures and practical's separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in the percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor of University/Principal or Dean of Constituent Units.

16. Examination & Evaluation:

- 16.1 Generally, each course will correspond to an examination paper comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE will be 3 hours while vocational (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.15.
- 16.2 The question paper of the external examination should preferably contain long answer, short answer and objective type questions or as per the blue print of each course as proposed by respective Board of Studies. The continuous evaluation of the student will be ~~conduct~~ at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work-based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any will be decided by the UTD/Constituent Units. In case of internal assessment, the college/UTD/University shall distribute and design their assessment so that at least two tests are conducted in a semester.
- 16.3 UTD/ Constituent Units may design their mode of internal assessment with due approval from the respective academic council as proposed by Board of Studies in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
- 16.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.5.

16.5 The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	$>90 \leq 100$
A+	9	Excellent	$>80 \leq 90$
A	8	Very good	$>70 \leq 80$
B+	7	Good	$>60 \leq 70$
B	6	Above Average	$>50 \leq 60$
C	5	Average	$>40 \leq 50$
P	4	Pass	$>35 \leq 40$
F	0	Fail	$0 \leq 35$
Ab	0	Absent	Absent

16.6 In case statutory bodies of the programme issue the guidelines regarding the minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded. Otherwise, the grades will be awarded as per above-mentioned table.

16.7 If a student obtains F or Ab grade in any course(s), he/she will be treated as having failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

16.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester, then the student will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed to Keep Term) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given second chance [odd and Even semester will be taken into consideration] to pass the failed courses. Suppose the student does not successfully complete the concerned semester even after the aforesaid second chance. In that case, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

- 16.9** Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- 16.10** On account of valid reasons, a student may withdraw from a semester. In such a case, that semester will be treated as zero semester.
- 16.11** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The University may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting the academic semester, the semester fee will not be charged again.
- 16.12** The provision for review of answer book in semester system will be available as per the existing rules of the University/Constituent Units.
- 16.13** The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD/Constituent Units but within the maximum duration of the programme.
- 16.14** Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.
- 16.15** The pattern will be Absolute Grading Pattern.

16.15. Table 3: Structure of Credit Course (Semester System)

Course (Credit)	Course Type	Credits Allocated			Distribution of Theory Marks			Distribution of Practical Marks		Tutorial Marks
		Theory	Practical	Tutorial	Internal (Through CCE)	External (End Semester Exam)		Internal	External (End Semester Practical Exam)	
1 Core (6)	Type-1	6	NA	NA	40	60		NA	NA	NA
2 Core (6)	Type-2	4	2	NA	40	60		40	60	NA
3 Core (6)	Type-3	2	4	NA	40	60		50 (Through CCE)	50	NA
4 Core (6)	Type-4	5	NA	1	40	60		NA	NA	100
5 GE/DSE/SEC (4)	Type-1	4	0	NA	40	60		NA	NA	NA
6 GE/DSE/SEC (4)	Type-2	3	1 (P.T.W, etc)	NA	40	60		NA	100	NA
7 DSE/SEC (4)	Type-3	1	3 (P.T.W, etc)	NA	40	60		50 (Through CCE)	50	NA
8 DSE/SEC (4)	Type-4	3	NA	1	40	60		NA	NA	100
9 AECC (4)	Type-1	4	NA	NA	40	60		NA	NA	NA
10 Field-Projects / Internship / Apprenticeship / Community engagement & service (6/10)	NA	(i) Field-Projects / Internship / Apprenticeship / Community engagement & service: 4/6 Credits (75 Marks) (ii) Evaluation of Report 2/4 Credit (25 Marks)								
1 Research Methodology (4)	Type-4	3	NA	1	40	60		NA	NA	100
2 Dissertation/Research Project (4/6/10)	NA	Evaluation of Thesis: 2/4/6 Credits (50 Marks) + Pre submission viva-voce: 1/1/2 Credit (25 Marks) + External viva-voce: 1/1/2 Credit (25 Marks)								

P-Practical, T-Training, W-Workshop

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

18. Calculation of SGPA /CGPA:

- 18.1** Semester Grade Point Average (SGPA) is a measure of performance of the student in a semester. It is the ratio of total credit points secured by a student in various courses registered in that semester and the total course credits taken during that semester, i.e.

$$SGPA(S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

where S_i is the i^{th} year, C_i is the number of credits of the i^{th} course in the semester (S_i) and G_i is the grade point scored by the student in the i^{th} course.

- 18.2** The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses if any. The SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

- 18.3** CGPA is a measure of the overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the credits of all courses in all the semesters completed. The CGPA will be calculated as per follows:

$$CGPA = \frac{\sum [C_i \times SGPA (S_i)]}{\sum C_i}$$

where $SGPA (S_i)$ is the SGPA of the i^{th} year and C_i is the total number of credits in the i^{th} semester.

19. On completing all requirements for the award of the undergraduate certificate/diploma/degree, the CGPA will be calculated, and this value will be indicated on the certificate/diploma/degree. The 3-years (6 semester) and 4-years (8 semester) undergraduate degrees should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off up to the second decimal point.

20. The student will be examined by the University as per the prevailing syllabus and scheme of examination.
21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum required credits for the certificate/diploma/degree.
22. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
23. Grade sheets will be developed by the University based on model Annexures S1 to S4.
24. **Credit Transfer:**
 - 24.1 The credit transfer shall be implemented as per the policy of the University framed in accordance with the guidelines issued by the UGC from time to time.
 - 24.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 24.3 Except for the cases of provisional promotions, the universities established by M. P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the University in which the student seeks admission.
25. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to State Govt. whose decision thereon shall be applicable.
26. The guidelines, related to this programme, issued by the statutory bodies e.g., UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
27. In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise, the state government's directions shall be applicable.
28. If UGC and Department of Higher Education, Govt. of M.P notifies any change in future in its Regulations in this regard, the same will be incorporated in the existing Ordinance with the approval of Academic Council and Board of Management of the University.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER**ANNEXURE-S-1****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20			146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20			146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER**ANNEXURE-S-4****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20	-		138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

MPPU-03 ITM University, Gwalior

Ordinance No.	65A
Repelled Ordinance No.	05, 06, 16, 17, 20, 24, 25, 28, 36, 37, 38, 39, 40, 41, 42, 46, 61,
Ordinance and Program	05. B.Com/ B.Com (Honours) 06. B.Sc. /B.Sc. (Honours), 16. B.C.A./B.C.A. (Honours), 17. B.C.A , 20. Bachelor of Business Administration (B.B.A.) 24. Bachelor of Hotel Management (BHM) 25. Bachelor of Commerce (Computer Application) 36. Bachelor of Statistics/ Bachelor of Statistics (Honours) 37. Bachelor of Science (Interior Design) 38. Bachelor of Science(Fashion Design) 39. BJMC/B.A. (Journalism and Mass Communication) 40. Bachelor of Physical Education and Sports (BPES) 41. Bachelor of Business Administration (Honours) 42. Bachelor of Optometry (B.Optom) 46. Bachelor of Arts/ Bachelor of Arts (Honours) 58. Bachelor of Arts 61. BFA (Bachelor of Fine Arts)
No. of Classes/ Courses	18



ORDINANCE INDEX

Ordinance No.	Nomenclature
05	B. Com / B. Com (Honours)
06	B. Sc. / B. Sc. (Honours)
16	B.C.A. / B.C.A. (Honours)
17	B.C.A.
20	Bachelor of Business Administration (B.B.A.)
24	Bachelor of Hotel Management (BHM)
25	Bachelor of Hotel Management and Catering Technology (BHMCT)
28	Bachelor of Commerce (Computer Application)
36	Bachelor of Statistics/ Bachelor of Statistics (Honours)
37	Bachelor of Science (Interior Design)
38	Bachelor of Science (Fashion Design)
39	BJMC / B.A. (Journalism and Mass Communication)
40	Bachelor of Physical Education and Sports (BPES)
41	Bachelor of Business Administration (Honours)
42	Bachelor of Optometry (B.Optom)
46	Bachelor of Arts/Bachelor of Arts (Honours)
58	Bachelor of Arts (B.A.)
61	BFA (Bachelor of Fine Arts)

ITM University Gwalior

Ordinance 65 A

Ordinance for three/four years Undergraduate Degree (CBCS Semester Mode)

Implementation of New Education Policy 2020 in B.Com/B.Com (H) / B.Sc. / B.Sc. (H) /B.C.A. /B.C.A. (H) / B.B.A. / BHM/ BHMCT/ B.Com (Computer Application)/ B.Stat./ B.Stat. (H)/ B.Sc. (Interior Design)/B.Sc.(Fashion Design)/BJMC/B.A. (Journalism and Mass Communication)/ BPES/BBA(H) /B.Optom/ Bachelor of Arts/Bachelor of Arts (H)/BFA (Honors/Research)

(As per the “Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions” issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of this Ordinance shall be applicable in place of all the pre approved Ordinance for B.Com/B.Com (H) / B.Sc. / B.Sc. (H) /B.C.A. /B.C.A. (H) / B.B.A./BHM/ BHMCT/ B.Com (Computer Application)/ B.Stat./ B.Stat. (H)/ B.Sc. (Interior Design) / B.Sc. (Fashion Design)/ BJMC/B.A. (Journalism and Mass Communication)/ BPES/BBA (H)/B.Optom/ Bachelor of Arts /Bachelor of Arts (H)/ BFA (Honors/Research), Ordinance No. 5,6,16,17,20,24,25,28,36, 37,38,39,40,41,42,46,58,61 from the academic session 2022-23.
2. The provisions of this Ordinance shall apply to the three-year/six-semesters Bachelor's degree or four-year/eight-semester Bachelor's degree (Honors/Research) undergraduate programmes such as B.Com/B.Com (H) / B.Sc. / B.Sc. (H) /B.C.A. /B.C.A. (H) / B.B.A./ BHM/ BHMCT/ B.Com (Computer Application)/ B.Stat./ B.Stat. (H)/ B.Sc. (Interior Design) / B.Sc. (Fashion Design)/ BJMC/B.A. (Journalism and Mass Communication)/ BPES/BBA (H)/B.Optom/ Bachelor of Arts /Bachelor of Arts (H)/ BFA (Honors/Research) for respective ordinance no. 5,6,16,17,20,24,25, 28,36,37,38,39,40,41,42,46,58,61 and other similar Undergraduate programmes notified by the University which previously published in the official gazette of Madhya Pradesh Government.
3. The Ordinance shall be applicable to all such programmes being run by the University in its Teaching Departments (UTDs)/SOS (School of Studies) and its affiliated constitute Units for their regular as well as non-collegiate (private) students.
4. Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its UTDs/SOS. Admission to the 4-th year (Level 8) shall be available only in the institutions which are offering 4-year Undergraduate Programme.
5. Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.

6. The admission shall be made on merit calculated on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.
7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University. The in-take capacity shall be determined in advance by the university in accordance with the guidelines/norms in this regard issued by the State Government/UGC, MPPURC and other statutory bodies concerned so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website.
8. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
9. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
 - i) Disciplinary/interdisciplinary/Major (48 credits)
 - ii) Disciplinary/interdisciplinary/Minor (32 credits)
 - iii) Generic Elective (16 credits)
 - iv) Discipline Specific Elective (16 credits)
 - v) Skill Enhancement Courses/Vocational Courses (12 credits)
 - vi) Ability Enhancement Courses (08 credits)
 - vii) Field projects/internship/apprenticeship/community engagement and service/research project (28 credits).

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

2nd Year

Entry 2. The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
- Credits' for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.

11. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

12. TYPES OF COURSES

Each of the subject/categories(i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

12.1. Core Course: Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

12.2. Elective Course:

Generally a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

12.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

12.2.2 Dissertation/Project:

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

12.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education

- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- 12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

13.1. First Year (Level 5):

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

13.2. Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2 .

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

13.3. Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2.

13.4. Fourth Year (Level 8):**(a) Bachelor with Honours:**

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2 .

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

13.5. Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 as how in clause 13.8.

13.6. Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

13.8. Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for Universities / Autonomous Colleges

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/appre- nticeship/community engagement and service	Credits	Qualification title (Credit requirement)
		Subject I	Subject II	Subject III						
Level 5	1	Major 1 (6Credits)	Minor 1 (6Credits)	Generic Elective Course 1 (4Credits)	Vocational Course 1 (4Credits)	1 (4Credits)		# Inter/Intra Faculty	6+6+4+4 =20	Under graduate Certificate in Main Faculty (40)
	2	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)			6+6+4+4 =20	Under graduate Certificate in Main Faculty (80)
	3	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)				6+6+4+4 =20	Under graduate Diploma In Main Faculty (120)
	4	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)				6+6+4+4 =20	Bachelor Degree in Main Faculty
Level 6	5	1 (6 Credits)			1 (4Credits)		DSE-1 (4credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
	6	1 (6 Credits)					DSE-2 (4credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
	7	1 (6 Credits)	1 Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	(160) Bachelor Degree (Honours) in Main faculty Bachelor Degree (Research) in Main faculty
Level 7	8	1 (6 Credits)	1 (4 Credits)					1 (10Credits) Research Project	6+4 +10 =20	
	Total	48 Credits	32 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits	

14. Choice to Select the MOOC Courses:

- a. The Autonomous College/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the Autonomous College/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the College/UTD.
- c. The Autonomous College/UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the Autonomous College/UTD.
- d. The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The Autonomous College/University will take a decision for allowing the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the Autonomous College/UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.
- f. The requirement of project/dissertation, as notified by the respective Autonomous College/UTD need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of Autonomous College/ UTD.

15. Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of at least seventy-five percent of theory lectures and practicals separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor/Principal of autonomous colleges.

16. Examination & Evaluation:

16.1 Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.16.

16.2 The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD/Autonomous College. In case of internal assessment, the college/UTD/University shall distribute and design their assessment so that at least two tests are conducted in a semester.

16.3 UTD/Autonomous colleges may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.

16.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.6.

16.5 The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

16.6 In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.

16.7 If a student obtains F or Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University/UTD. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

16.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

- 16.9** On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- 16.10** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- 16.11** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 16.12** The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- 16.13** Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/ Internship/Apprenticeship/Community engagement & service/Research Project.

18. Calculation of SGPA /CGPA:

18.1 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance 14.

18.2 CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 14,

19. On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off upto second decimal point.

20. The student will be examined by the university as per the prevailing syllabus and scheme of examination.

21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
22. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
23. Grade sheets will be developed as given in Ordinance 14.
24. **Credit Transfer:**
 - 24.1 The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
 - 24.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank Of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 24.3 Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.
25. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
26. The guidelines, related to this programme, issued by the statutory bodies e.g. UGC / MPPURC issued from time to time will be adopted for implementation.
27. In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
28. If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.

RKDF University, Bhopal**Ordinance No. 80A**

Ordinance for three/four years Undergraduate Degree BBA/BBA (Hons/Res.), B.Com/B.Com (Comp)/ B.Com/B.Com (Comp) (Hons./Res.), BA/BA (Hons/Res.), B.Sc./B.Sc. (Hons/Res.), BCA/BCA (Hons/Res)Program

(Choice Based Credit System, Semester Mode)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions", issued by UGC, New Delhi under National Education Policy - 2020)

- 1.0 The provisions of this Ordinance shall be applicable on Ordinance No. 24 [Degree Of Bachelor Of Business Administration,(BBA)], Ordinance NO. 25 [Bachelor Of Commerce, B.Com/B.Com (Computer)/B.Com (Hons) 3 Year Course], Ordinance No. 26 [Bachelor Of Arts, (B.A.)3 Year Course], Ordinance No. 28 [Bachelor Of Science, (B.Sc)], Ordinance No. 36 [Bachelor In Computer Application, (B.C.A.)], from the academic session 2022-23.
- 2.0 The ordinance shall be applicable to Bachelor of Business Administration [BBA/BBA (Hons/Res.)], Bachelor of Commerce/ Bachelor of Commerce (Computer)[B.Com/B.Com (Comp)/B.Com (Hons./Res.)/B.Com (Comp) (Hons./Res.)], Bachelor of Arts [BA/BA (Hons/Res.)], Bachelor of Science [B.Sc./B.Sc. (Hons/Res.)], Bachelor of Computer Applications [BCA/BCA (Hons/Res)] and shall be in supersession of University ordinances No. 24,25,26,28 and 36, respectively and for other courses after due approval from University Academic Council and Board of Management from time to time.
- 3.0 The provisions of this Ordinance shall apply to all such programs being run by the University in its teaching department (UTD's)/SOS (school of studies) and constituent colleges for their students.
- 4.0 Admission
 - 4.1 Students who have completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal, in any subject or an equivalent examination from any other board recognized by the GOI/State Government/AIU/University will be eligible for admission to the programme.
 - 4.2 The admission shall be made on merit calculated on the basis of criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the Government from time to time.
 - 4.3 Student enrolment in a programme/course shall be restricted to the seats allotted by the University.

4.4 Admission to the programme shall be governed by the provisions of Ordinance No. 2 of RKDF University.

4.5 Non-Resident Indians/Overseas and other privileged candidates shall be eligible for admission to the course in accordance with the rules/directives of GOI/ State Government/ AIU/ University.

5.0 The medium of instruction shall be English/Hindi.

6.0 Duration

6.1 The minimum duration of the undergraduate degree programme shall be of three academic years/six semesters, whereas that of *undergraduatedegree leading to Honours/Research* shall be of four academic years/eight semesters.

6.1.1 A student who leaves the programme anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.

6.1.2 The maximum duration for completing the Undergraduate degree and Undergraduate (Honours/Research) Programme for regular students shall be 6 and 8 years, respectively.

7.0 Student enrolment in a program/course shall be restricted to the seats allotted by the University. The in-take capacity and fees of the course shall be as determined by Board of Management, RKDF University following the guidelines/norms issued by the State Government/UGC and other statutory body concerned from time to time.

8.0 Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year /second year /third year of the same program from any institution and wants to re-enter into the programme after a break in studies.

9.0 Multiple entry-exit: To enable multiple entry and exit points in the academic programme, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) qualification. The Qualification and Credit Requirements are given in Table – 1, the *entry and exit* options for students, who enter the undergraduate programme, are as follows.

9.1 1st Year (First & Second Semester-Level 5)

9.1.1 Entry1: The entry requirement for first semester in Level 5 shall be as per Clause 4 of this ordinance. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements

9.1.1 Exit 1: If a student passes all the courses of level 5 and earns the requisite number of credits, the student will become entitled to an Undergraduate certificate in the faculty of her/his Major Subject if she/he wants to exit, can exit the programme with Undergraduate certificate in hand. An Undergraduate certificate requires attainment of 40 credits at level 5.

9.2 2nd Year (Third & Fourth Semesters-Level 6)

9.2.1 Entry 2: The entry requirement for third semester in Level 6 is the successful completion of Level 5. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

9.2.2 Exit 2: If a student passes all the courses of Level 5 & 6 and earns the requisite number of credits, the student becomes entitled to an Undergraduate Diploma in the faculty of her/his Major Subject, if she/he wants to exit the programme with Undergraduate Diploma in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

9.3 3rd Year (Fifth & Sixth Semester-Level 7)

9.3.1 Entry 3: The entry requirement for semester five in Level 7 is successful completion of Level 5 & 6. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

9.3.2 Exit 3: If the student passes all the courses of Level 5 to 7 i.e., first to six semesters and earns the requisite number of credits, the student becomes entitled to the Undergraduate Degree in the faculty of her/his Major Subject. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

9.4 4th Year (Seventh & Eighth Semester-Level 8)

9.4.1 Entry 4. An individual seeking admission to a Bachelor's degree (Honours/Research) (Level 8) in a specified field of learning would have completed all requirements of the relevant three-year bachelor degree (Level 7). After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/Research) degree.

9.4.2 Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled to an Undergraduate Degree (Honours/Research) in the faculty of her/his Major Subject. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7 and 40 credits at level 8.

Table -1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit Requirements [#]
Level 5	Undergraduate Certificate in the faculty of the Major subject for those who exit after the first year (two semesters) of the undergraduate programme (Programme duration first year of two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major subject for those who exit after the two year (four semesters) of the undergraduate programme (Programme duration first two year of four semesters of the undergraduate programme)	80
Level 7	Bachelor Degree in the faculty of the Major Subject (Programme duration Three years of six semesters)	120
Level 8	Bachelor Degree in the faculty of the Major Subject (Honours/Research) (Programme duration four years of eight semesters)	160

9.5 Credit Calculation

The credit can be calculated as follows.

9.5.1 One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of one credit.

9.5.2 Credits for internship shall be *one credit per week* of training, subject to a *maximum of six credits in a semester*.

10.0 Fees: Fees shall be as per Statute 25 of RKDF University.

11.0 Basic subject categories and Types of courses:

11.1 The four-year undergraduate programme shall comprise courses under the following subjects categories

- (i) Disciplinary/interdisciplinary Major (Core Course -DSE) (64credits)
- (ii) Disciplinary/interdisciplinary Mini (32 credits)
- (iii) Generic Elective (16 credits)
- (iv) Skill Enhancement Courses/Vocational Courses (12 credits)
- (v) Ability Enhancement Courses (08 credits)
- (vi) Field projects internship apprenticeship/community engagement and service/research project (28 credits)

For BBA/BCA course, a group/subject shall be chosen as major/minor/Generic Elective.

11.2 TYPES OF COURSES

Each of the subject categories (i) to (V) as specified in clause 9.1 shall comprise of courses.

Courses are the basic units of education and/or training. Types of courses shall be as follows:

11.2.1 Core Course: Such courses which shall compulsorily be studied by the student as a core Requirements of the programme.

11.2.2 Elective Course: Generally, a course which the student can choose from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/ subject/domain to nurture the candidate's proficiency or skill is called an Elective Course

11.2.3 Discipline Specific Elective (DSE) Course: Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective Courses of interdisciplinary nature (to be offered by main discipline/subject of study).

11.2.4 Dissertation/Project : All elective courses designed to acquire special advanced knowledge, such as supplement study/ support study to a project work, and a student: studies such a course independently with advisory support by a teacher/faculty member is called dissertation project. It is considered a special course involving the application of knowledge, in solving/analyzing/ exploring a real-life situation difficult problem for a bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

11.2.5 Generic Elective (GE) Course

An elective course chosen generally from an unrelated discipline/subject to seek Exposure of other fields is called a Generic Elective course.

11.2.6 Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) is of two types

(I) Ability Enhancement Compulsory Courses (AECC)

(II) Skill Enhancement Courses (SEC) or Vocational Courses

"AECC" courses are the courses based upon the content that leads to knowledge enhancement, such as,

- Environmental Education
- English/ Hindi, Communication is mandatory for all disciplines.
- SEC courses are value-based/skill-based and may also be designed to enhance skills of the Major Subject They are armed to provide hands on training competencies, skills, etc

11.3 The syllabus for a specific programme will be decided by the concerned Board of studies of the University/as recommended by State Govt./UGC under LOCF with a maximum deviation of 20%.

12.0 STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

12.1. The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfills the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with Science can take admission in Level 5 with major and minor subjects from science/commerce/arts/etc. faculty, a student passing Grade 12 with commerce can take admission in Level 5 with major and minor subjects from commerce/arts/etc. where as a student passing Grade 12 with arts can take admission in Level 5 with major and minor subjects from arts/etc. faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the main faculty), whereas generic elective subjects can be chosen from any faculty (arts/commerce/science). However, allotment of choices will be subject to the provisions of admission guidelines.

12.2 First Semester:

A student shall be declared to have successfully completed the first semester if he/she acquires 6 credits in Core Course of the major subject. 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement course (AEC).

12.3 Second Semester (Level 5):

A student shall be declared to have successfully completed the second semester if he/she acquires 6 credits in Core Course of the major subject. 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement course (AEC).

12.4 Third Semester:

A student shall be declared to have successfully completed the third semester, if he/she acquires 6 credits in Core Courses of the major subject. 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Skill Enhancement Course (SEC)/ Vocational Course.

12.5 Fourth Semester (Level 6):

A student shall be declared to have successfully completed the fourth semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Skill Enhancement Course (SEC)/ Vocational Course.

The student shall be given a single chance at the entry of level 6 to interchange the major and minor subjects. However, in such cases, it will be the students' responsibility to earn additional credits to fulfill the minimum requirement of credits prescribed for the major Course. Only after

fulfillment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

12.6 Fifth Semester:

A student shall be declared to have successfully completed the fifth semester, if he/she acquires 6 credits in Core Courses of the major subject, 4 credits in Skill Enhancement Course (SEC)/ Vocational Course, 4 credits in discipline specific elective (DSE) of the major subject and 6 credits in Field Projects/internship/ apprenticeship/ community engagement and services, preferably related to major and/ or minor subjects.

12.7 Sixth Semester (Level 7):

A student shall be declared to have successfully completed the sixth semester, if he/she acquires 6 credits in Core Courses of the major subject, 8 credits in discipline specific elective (DSE) of the major subject and 6 credits in Field Projects/internship/apprenticeship/ community engagement and services, preferably related to major and/or minor subjects.

12.8 Seventh Semester:

Bachelor with Honours/Research: A student shall be declared to have successfully completed the seventh semester with honours, if he/she acquires 6 credits in core courses of the Major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subject, and 6 credits in field project/internship/apprenticeship related to the major subject.

A student shall be declared to have successfully completed the seventh Semester with research, if he/she acquires 6 credits in core courses of the Major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subject, and 6 credits in research project.

12.9 Eighth Semester (Level 8):

Bachelor with Honours/Research: A student shall be declared to have successfully completed the eighth semester with honors, if he/she acquires 6 credits in core courses of the Major subject, 4 credits in dissertation, and 10 credits in field project/internship/apprenticeship related to the major subject.

A student shall be declared to have successfully completed the eighth semester with research. If he/she acquires 6 credits to core courses of the Major subject. 4 credits in Minor and 10 credits in research project.

12.10 Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to 6 credits per year in the entire of the 3-year undergraduate degree programme after paying due fees for registration and examination.

12.11A student may change the generic elective subject in each year of the 3-year undergraduate degree programme.

13.0 Choice to Select the MOOC Courses:

- a. The University can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognized by the Central Government or the State Government for credit transfer.
- b. The students will have the choice to opt elective-generic /Skill Enhancement/Ability Enhancement courses from the courses available within the University but from same level of the program. An alternate choice will also be available to the students to opt for courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active Learning for Young Aspiring Minds) platform with permission of the University.
- c. The University shall offer elective-generic courses and programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the University.
- d. The students can also opt for a course under: DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform
- e. The University will decide to allow the online courses of SWAYAM if
 - i. The courses offered on SWAYAM would supplement the teaching-learning process in the institution
 - ii. Every student opting for a course available on SWAYAM platform would be required to register for the course in SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required
 - iii. While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer and library etc essential for pursuing the courses shall be made available free in adequate measure by the University. The University shall designate a course coordinator/facilitator to guide the students throughout the course and facilitate/ conduct the lab/practical sessions/examinations
- f. The requirement of project/dissertation, as notified by the University needs to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/ Institutes/Companies /Industries/Firm/Others as the case may be with the approval of competent authority/University.

14.0 Attendance: An attendance of at least seventy-five percent in theory lectures and practicals separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in the percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor.

15.0 Examination & Evaluation:

15.1 The student will be examined by the University as per the prevailing syllabus and scheme of examination.

15.2 Generally, each course will correspond to an examination paper comprising of external and internal evaluations. The semester and theory examinations for Major, Minor, Generic and DSE will be 3 hours while vocational (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration. The credit structure for theory practical/tutorial, internal, external examinations and total marks for an examination shall be as approved by concerned Board of studies / as recommended by regulatory body/UGC. Generally, examination for 40 % marks would be through continuous evaluation (internal) and 60% would be decided through end term examination (external).

15.3 The Examination pattern shall be CBCS with continuous assessment of students and shall be as approved by respective Board of Studies.

15.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 15.5

15.5 The grading will be made on 10-point scale as described below

Letter Grade	Grade points	Description	Range of Marks %
0	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

15.6 Examinations will be conducted as per Ordinance 4 and 5 of RKDF University as per the regulations made in this respect as described in the Scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned

Board of studies with due approval of Academic Council. The examination pattern shall be CBCS with continuous assessment of students.

15.7 The theoretical and practical courses can be repeated whenever offered or conducted by the University. Student can avail multiple repeat attempts to pass the course.

16.0 Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University SWAYAM portal/ UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field Projects, Internship, Apprenticeship, Community engagement & Service/Research Project.

17.0 Calculation of SGPA/CGPA:

17.1 Semester Grade Point Average (SGPA) is a measure of performance of the student in a semester. It is the ratio of total credit points secured by a student in various courses registered in that semester and the total course credits taken during that semester, i.e.,

$$SGPA(S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where S_i is the i^{th} year, C_i is the number of credits of the i^{th} course in the semester (S_i) and G_i is the grade point scored by the student in the i^{th} course

17.2 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses if any. The SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

17.3 CGPA is a measure of the overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the credits of all courses in all the Semesters completed. The CGPA will be calculated as per follows

$$CGPA = \frac{\sum[C_i \times SGPA(s_i)]}{\sum C_i}$$

Where, SGPA (S_i) is the SGPA of the i^{th} year and c_i is the total number of credits in the i^{th} semester.

17.4 On completing all requirements for the award of the undergraduate certificate/diploma/degree, the CGPA will be calculated, and this value will be indicated on the certificate/diploma/degree. The 3-years (6 semester) and 4-years (8 semester) undergraduate degrees should also indicate the Division obtained as per follows

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above

First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

17.5 The conversion of CGPA into percentage to facilitate its application in other academic matters will be as follows

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off up to the second decimal point.

18.0 The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum required credits for the certificate/diploma/degree.

19.0 A Grade Card shall be issued to all the students after every semester based on the grades earned. The Course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.

20.0 Credit Transfer:

20.1 The credit transfer shall be implemented as per the policy of the University framed in accordance with the guidelines issued by the UGC from time to time.

20.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.

20.3 Except for the case of provisional promotions, the universities established by MP University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfill some eligibility criteria, drawing parity for a course, framed by the University in which the student seeks admission.

21.0 The guidelines related to the programme, issued by the statutory bodies e.g., UGC or others as the case may be issued from time to time will be adopted for implementation.

22.0 In matters not covered under this ordinance, general rules of the University shall be applicable.

23.0 The provisions of this ordinance is based on provisions of ordinance 14A promulgated for universities under MP University Act, 1973. Any subsequent amendment in ordinance 14A may suitably be adopted after approval of competent authority of University.

24.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Deans of faculties. The decision of the Vice-Chancellor shall be final.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER**ANNEXURE-S-1****Name of the University****GRADE SHEET****Name of the Institute****Address of the Institute****Name of the Programme**

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average**CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10****Date of Result****Controller of Examination**

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER**ANNEXURE-S-3****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20		-	138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

Vice Chancellor

Swami Vivekanand University, Sagar Ordinance 74 A

Ordinance for three/four years Undergraduate Degree (CBCS Semester Mode)

(As per the “Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions” issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of this Ordinance shall be applicable from the academic session 2021-22.
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com.), Bachelor of Computer Application (B.C.A.), Bachelor of Business Administration (B.B.A.), Bachelor of Home Science (B.H.Sc.) and other similar Undergraduate programmes notified by the University.
3. The Ordinance shall be applicable to all such programmes being run by the University in its Teaching Departments (UTDs)/SOS (School of Studies) and its affiliated autonomous colleges for their regular as well as non-collegiate (private) students.
4. Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its UTDs/SOS. Admission to the 4-th year (Level 8) shall be available only in the institutions which are offering 4-year Undergraduate Programme. Autonomous colleges with NAAC grade "A" or above can frame their admission guideline completely based on merit subject to the reservation policy of the government.
5. Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.
6. The admission shall be made on merit calculated on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.
7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University. The in-take capacity shall be determined in advance by the university/autonomous college in accordance with the guidelines/norms in this regard issued by the State Government/UGC and other statutory bodies concerned so that the

same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website.

8. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
9. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
 - i) Disciplinary/interdisciplinary/Major (48 credits)
 - ii) Disciplinary/interdisciplinary/Minor (32 credits)
 - iii) Generic Elective (16 credits)
 - iv) Discipline Specific Elective (16 credits)
 - v) Skill Enhancement Courses/Vocational Courses (12 credits)
 - vi) Ability Enhancement Courses (08 credits)
 - vii) Field projects/internship/apprenticeship/community engagement and service/research project (28 credits).

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

2nd Year

Entry 2. The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diplomain the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *UndergraduateDiplomain* hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
- Credits' for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.

11. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

12. TYPES OF COURSES

Each of the subject/categories(i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

12.1. Core Course: Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

12.2. Elective Course:

Generally a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

12.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

12.2.2 Dissertation/Project:

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

12.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- 12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

13.1. First Year (Level 5):

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

13.2. Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2.

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

13.3. Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

13.4. Fourth Year (Level 8):**(a) Bachelor with Honours:**

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2 .

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

13.5. Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 shown in clause 13.8.

13.6. Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

13.8. Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for Universities / Autonomous Colleges

Level	Semester	Main Faculty (as per prerequisite)			Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/apprenticeship/ community engagement and service	Credits	Qualification title (Credit requirement)
		Subject I	Subject II	Subject III							
Level 5	1	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	Generic Elective Course	1 (4 Credits)	1 (4 Credits)		# Inter/Intra Faculty	6+6+4+4 = 20	(40) Undergraduate Certificate in Main Faculty
	2	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)		1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	
	3	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)		1 (4 Credits)				6+6+4+4 = 20	(80) Undergraduate Diploma in Main Faculty
	4	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)		1 (4 Credits)				6+6+4+4 = 20	
Level 7	5	1 (6 Credits)				1 (4 Credits)		DSE-1 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	(120) Bachelor Degree in Main Faculty
	6	1 (6 Credits)						DSE-2 (4 credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	
	7	1 (6 Credits)	1 Research Methodology (4 Credits)					DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	(160) Bachelor Degree (Honours) in Main faculty
Level 8	8	1 (6 Credits)	1 (4 Credits)						1 (10 Credits) Research Project	6+4+10 = 20	Bachelor Degree (Research) in Main faculty
	Total	48 Credits	32 Credits	16 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits	

14. Choice to Select the MOOC Courses:

- a. The Autonomous College/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the Autonomous College/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the College/UTD.
- c. The Autonomous College/UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the Autonomous College/UTD.
- d. The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The Autonomous College/University will take a decision for allowing the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the Autonomous College/UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.
- f. The requirement of project/dissertation, as notified by the respective Autonomous College/UTD need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of Autonomous College/ UTD.

15. Requirement of attendance will be as per University Ordinance governing the examinations.

In general attendance of atleast seventy-five percent of theory lectures and practicals separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor/Principal of autonomous colleges.

16. Examination & Evaluation:

16.1 Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.16.

16.2 The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD/Autonomous College. In case of internal assessment, the college/UTD/University shall distribute and design their assessment so that at least two tests are conducted in a semester.

16.3 UTD/Autonomous colleges may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.

16.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.6.

16.5 The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

16.6 In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.

16.7 If a student obtains For Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University/UTD. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

16.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given

second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

- 16.9** On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- 16.10** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- 16.11** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 16.12** The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- 16.13** Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

18. Calculation of SGPA/CGPA:

- 18.1** The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance 14.

- 18.2** CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 14,

- 19.** On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off upto second decimal point.

- 20.** The student will be examined by the university as per the prevailing syllabus and scheme of examination.

21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
22. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
23. Grade sheets will be developed as given in Ordinance 14.
24. **Credit Transfer:**
 - 24.1 The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
 - 24.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank Of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 24.3 Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.
25. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
26. The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
27. In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
28. If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER**ANNEXURE-S-4****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20	-		138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

Vice Chancellor

AKS University, Satna (MP)
Ordinance 92-A
(Semester System)

Ordinance for three/four years Undergraduate Degree (CBCS Semester Mode)

(As per the “Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions” issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of Ordinance 92-A shall be applicable in place of Preestablished UG Ordinances 14, 15, 16, 17, 18, 19, 20, 45, 47, 62 and 72 of the AKS University, Satna from the academic session 2022-23, the Curricula shall be run under semester mode-

Ordinance No	Title of Ordinance
14	The Ordinance for the Award of three years Bachelor Degree Computer Application & Information Technology and Related/Allied streams
15	The Ordinance for the Award of three years Bachelor Degree in Business Administration and Management Related/Allied streams
16	The Ordinance for the Award of three years Bachelor Degree in Basic Sciences, Applied Science, Natural Science, Life Science & Bio-Sciences and Related/Allied streams
17	The Ordinance for the Award of three years Bachelor Degree in Commerce, Finance; Applied Economics and Related/Allied streams
18	The Ordinance for the Award of three years Bachelor Degree in Fashion Designing and Related/Allied streams
19	The Ordinance for the Award of three years Bachelor Degree in Arts & Humanities and Related/Allied streams
20	The Ordinance for the Award of three years Bachelor Degree in Social Science & Humanities and Related/Allied streams
45	The Ordinance for the award of Bachelor Degree in Commerce (B.Com.) Computer Application
47	The Ordinance for the award of Bachelor Degree in Commerce (Honors) in Corporate Accounting Practice
62	Bachelor of Arts (in Fine Arts, Performing Arts, Design)
72	Bachelor of Science in Yoga

2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com.), Bachelor of Computer Application (B.C.A.), Bachelor of Business Administration (B.B.A.),

Bachelor of Home Science (B.H.Sc.), Bachelor of Social Work (B.S.W), Bachelor of Journalism and Mass Communication (B.J.M.C), and other similar Undergraduate programmes notified by the University.

3. The Ordinance shall be applicable to all such programmes being run by the University in its Teaching Departments (UTDs)/SOS (School of Studies) and its affiliated constituent Units for their regular as well as non-collegiate (private) students.
4. Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its UTDs/SOS. Admission to the 4-th year (Level 8) shall be available only in the institutions which are offering 4-year Undergraduate Programme. Autonomous colleges with NAAC grade "A" or above can frame their admission guideline completely based on merit subject to the reservation policy of the government.
5. Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.
6. The admission shall be made on merit calculated on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.
7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University. The in-take capacity shall be determined in advance by the university/Constituents Units in accordance with the guidelines/norms in this regard issued by the State Government/UGC, MPPURC and other statutory bodies concerned so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website.
8. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
9. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:

- i) Disciplinary/interdisciplinary/Major (48 credits)
- ii) Disciplinary/interdisciplinary/Minor (32 credits)
- iii) Generic Elective (16 credits)
- iv) Discipline Specific Elective (16 credits)
- v) Skill Enhancement Courses/Vocational Courses (12 credits)
- vi) Ability Enhancement Courses (08 credits)
- vii) Field projects/internship/apprenticeship/community engagement and service/research project (28 credits).

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

2nd Year

Entry 2. The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diplomain the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diplomain* hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the*

faculty of her/his Major Subject. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a **Bachelor's degree (Honours/Research) (Level 8)** in a specified field of learning would have completed all requirements of the relevant **three-year bachelor degree (Level 7)**. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for **Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject.** A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor's Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor's Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;

- Credits' for internship shall be *one credit per week* of internship, subject to a *maximum of six credits in a semester*.

10. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

11. TYPES OF COURSES

Each of the subject/categories(i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

11.1. **Core Course:** Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

11.2. **Elective Course:**

Generally, a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

11.2.1 **Discipline Specific Elective (DSE) Course:**

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

11.2.2 **Dissertation/Project:**

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

11.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

11.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- 11.4.** The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

12. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM**12.1. First Year (Level 5):**

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

12.2. Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2 .

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

12.3. Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

12.4. Fourth Year (Level 8):**(a) Bachelor with Honours:**

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2 .

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

12.5. Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 as how in clause 13.8.

12.6. Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

12.7. Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for Universities / Autonomous Colleges

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/Internship/apprenticeship/community engagement and service	Credits	Qualification Title (Credit requirement)
		Subject I	Subject II	Subject III						
Level 5	1	Major 1 (6 Credits)	Minor 1 (6 Credits)	Generic Elective Course 1 (4 Credits)		1 (4 Credits)		# Inter/Intra Faculty	6+6+4+4 = 20	Undergraduate Certificate in Main Faculty (40)
	2	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)		1 (4 Credits)			6+6+4+4 = 20	
Level 6	3	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)				6+6+4+4 = 20	Undergraduate Diploma in Main Faculty (80)
	4	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)				6+6+4+4 = 20	
Level 7	5	1 (6 Credits)			1 (4 Credits)		DSE-1 (4 credits)	Field project/Internship/apprenticeship 1 (6 Credits)	6+4+4+6 = 20	Bachelor Degree in Main Faculty (120)
	6	1 (6 Credits)					DSE-2 (4 credits) DSE-3 (4 credits)	Field project/Internship/apprenticeship 1 (6 Credits)	6+4+4+6 = 20	
Level 8	7	1 (6 Credits)	1 Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/Internship/apprenticeship 1 (6 Credits)	6+4+4+6 = 20	Bachelor Degree (Honours) in Main faculty (160)
	8	1 (6 Credits)	1 (4 Credits)					1 (10 Credits) Research Project	6+4+10 = 20	Bachelor Degree (Research) in Main faculty
Total		48 Credits	32 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits	

13. Choice to Select the MOOC Courses:

- a. The Autonomous College/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the Autonomous College/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the College/UTD.
- c. The Autonomous College/UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the Autonomous College/UTD.
- d. The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The Autonomous College/University will take a decision for allowing the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the Autonomous College/UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.
- f. The requirement of project/dissertation, as notified by the respective Autonomous College/UTD need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of Autonomous College/ UTD.

14. Requirement of attendance will be as per University Ordinance governing the examinations.

In general attendance of atleast seventy-five percent of theory lectures and practicals separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor/Principal of autonomous colleges.

15. Examination & Evaluation:

15.1 Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3.

15.2 The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD/Autonomous College. In case of internal assessment, the college/UTD/University shall distribute and design their assessment so that at least two tests are conducted in a semester.

15.3 UTD/Autonomous colleges may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.

15.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 15.5.

15.5 The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69

B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

- 15.6** In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.

- 15.7** If a student obtains F or Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University/UTD. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

- 15.8** The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

- 15.9** If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

- 15.10** On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- 15.11** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- 15.12** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 15.13** The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- 15.14** Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

16. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

17. Calculation of SGPA /CGPA:

17.1 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance 14.

17.2 CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 92,

18. On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

Equivalent Percentage = CGPA x10

The percentage will be rounded off upto second decimal point.

19. The student will be examined by the university as per the prevailing syllabus and scheme of examination.

20. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.

21. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
22. Grade sheets will be developed as given in Ordinance 92.
23. **Credit Transfer:**
 - 23.1 The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
 - 23.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank Of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 23.3 Except for the cases of provisional promotions, the universities established by M.P.University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.
24. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
25. The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
26. In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
27. If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER**ANNEXURE-S-2****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER**ANNEXURE-S-3****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20	-		138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

Vice Chancellor

JAGRAN LAKECITY UNIVERSITY, BHOPAL

ORDINANCE NO.- 60(a)

Ordinance for three/four years Undergraduate Degree (CBCS Semester Mode)

(As per the “Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions” issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of this Ordinance shall be applicable from the academic session 2022 – 23 after publication in Gazette of Govt. of Madhya Pradesh.
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester. Bachelor's degree(Honours/Research) undergraduate Programmes such as Bachelor of Arts(B.A.), Bachelor of Science (B.Sc), Bachelor of commerce(B.Com), Bachelor of Computer Application(B.C.A.), Bachelor of Business Administration(B.B.A.), Bachelor of Management Studies (B.M.S), Bachelor of Arts (Journalism & Mass Communication), Bachelor of Home Science (B.H.Sc.), Bachelor of Science (Hospitality and Hotel Administration), Bachelor in Fine Arts (B.F.A.), Bachelor of Design (B.Design), Bachelor of Visual Arts (B.V.A.), Bachelor of Physical Education (B.P.Ed)/Bachelor of Physical Education & Sports (BPES) and other similar Undergraduate Programmes notified by the University from time to time. Above courses shall cover the faculty/course specializations as approved by the University authorities. These courses has already been published in gazette of Govt. of Madhya Pradesh vide Ordinance number 21, 24, 25, 26, 28, 36, 50, 55, 57, 60.
3. The Ordinance shall apply to all such Programmes being run by the University in its Teaching Departments (UTDs/SOS (School of Studies) and its affiliated autonomous/constituent colleges for their regular as well as non-collegiate (private) students.
4. Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its UTDs/SOS/Constituent Colleges and by the State Government for admission in colleges/University. Admission to the 4th year (Level 8) shall be available only in the institutions offering a 4 year Undergraduate Programme'. Autonomous college with NAAC grade “A” or above can frame their admission guideline completely based on merit subject to the Government's reservation policy.
5. Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.
6. The admission shall be made on merit calculated on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.
7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University.

8. The in-take capacity shall be determined in advance by the University statutory body along with approval of the MPPURC Bhopal. The same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website or admission portal of Department of Higher Education.
9. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
10. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
 - i) Disciplinary/interdisciplinary/Major (48 credits)
 - ii) Disciplinary/interdisciplinary/Minor (32 credits)
 - iii) Generic Elective (16 credits)
 - iv) Discipline Specific Elective (16 credits)
 - v) Skill Enhancement Courses/Vocational Courses (12 credits)
 - vi) Ability Enhancement Courses (08 credits)
 - vii) Field projects/internship/apprenticeship/community engagement and service/research project (28 credits).

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

2nd Year

Entry 2. The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diplomain the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diplomain* hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
 - Credits' for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.
11. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.
- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.
- The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

12. TYPES OF COURSES

Each of the subject/categories(i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

12.1. **Core Course:** Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

12.2. **Elective Course:**

Generally a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

12.2.1 **Discipline Specific Elective (DSE) Course:**

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

12.2.2 **Dissertation/Project:**

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A

Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

12.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
 - Skill Enhancement Courses (SEC) or Vocational Courses.
- “AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;
- Environmental Education
 - English/Hindi Communication are mandatory for all disciplines.
- SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

13.1. First Year (Level 5):

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

13.2. Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2.

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

13.3. Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2.

13.4. Fourth Year (Level 8):**(a) Bachelor with Honours:**

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2 .

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

13.5. Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 as hown in clause 13.8.

13.6. Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programmeafter paying due fees for registration and examination.

13.8. Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for Universities / Autonomous Colleges

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/Internship/apprenticeship/communitary engagement and service	Credits	Qualification title (Credit requirement)
		Subject I	Subject II	Subject III						
Level 5	1	Major 1 (6 Credits)	Minor 1 (6 Credits)	Generic Elective Course 1 (4 Credits)		1 (4 Credits)		# Inter/Intra Faculty	6+6+4+4 = 20	(40) Undergraduate Certificate in Main Faculty
	2	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)		1 (4 Credits)			6+6+4+4 = 20	
Level 6	3	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)				6+6+4+4 = 20	(80) Undergraduate Diploma in Main Faculty
	4	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)				6+6+4+4 = 20	
Level 7	5	1 (6 Credits)			1 (4 Credits)		DSE-1 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	(120) Bachelor Degree in Main Faculty
	6	1 (6 Credits)					DSE-2 (4 credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	
Level 8	7	1 (6 Credits)	1 Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	(160) Bachelor Degree (Honours) in Main Faculty Bachelor Degree (Research) in Main faculty
	8	1 (6 Credits)	1 (4 Credits)					1 (10 Credits) Research Project	6+4+10 = 20	
Total		48 Credits	32 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits	

14. Choice to Select the MOOC Courses:

- a. The Autonomous College/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the Autonomus College/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the College/UTD.
- c. The Autonomus College/UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the Autonomus College/UTD.
- d. The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The Autonomous College/University will take a decision for allowing the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the Autonomous College/UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.
- f. The requirement of project/dissertation, as notified by the respective Autonomous College/UTD need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of Autonomous College/ UTD.

15. Requirement of attendance will be as per University Ordinance governing the examinations.

In general attendance of atleast seventy-five percent of theory lectures and practicals separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor/Principal of autonomous colleges.

16. Examination & Evaluation:

16.1 Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.16.

16.2 The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD/Autonomous College. In case of internal assessment, the college/UTD/University shall distribute and design their assessment so that at least two tests are conducted in a semester.

16.3 UTD/Autonomous colleges may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.

16.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.6.

16.5 The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

16.6 In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.

16.7 If a student obtains F or Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University/UTD. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

16.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKTK (Allowed To Keep Term) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKTK examination, the provisional promotion will be terminated, but he/she will be given second chance

to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

- 16.9** On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- 16.10** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- 16.11** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 16.12** The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- 16.13** Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

18. Calculation of SGPA /CGPA:

18.1 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance 14.

18.2 CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 14,

19. On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

Equivalent Percentage = CGPA x10

The percentage will be rounded off upto second decimal point.

20. The student will be examined by the university as per the prevailing syllabus and scheme of examination.

21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
22. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
23. Grade sheets will be developed as given in Ordinance 14.
24. **Credit Transfer:**
 - 24.1 The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
 - 24.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank Of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 24.3 Except for the cases of provisional promotions, the universities established by M.P.University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.
25. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
26. The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
27. In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
28. If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER**ANNEXURE-S-1****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER**ANNEXURE-S-2****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER**ANNEXURE-S-3****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20	-	-	138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

Vice Chancellor

Sri SatyaSai University of Technology and Medical Sciences
Sehore
Ordinance 66 A

Implementation of New Education Policy 2020 in
B.B.A/B.Com./B.A./B.Sc./ B.C.A./B.Dance/B.Music

(This ordinance is framed as per the "Guidelines for multiple entry and exit in Academic programmes offered in Higher Education Institutions" issued by UGC, under NEP 2020)

Ordinance for three/four year undergraduate Degree (CBCS Semester Mode)

66A.1 Title of the Degree : B.B.A/B.Com./B.A./B.Sc./B.C.A./B.Dance/B.Music
(Honors/ Research)

66A.2 Faculty Name : Faculty as stated in Ordinance 24, 25, 26, 28, 36, 60, 61

66A.3 Course Name : Bachelor Degree

Undergraduate (Honors/Research) will be offered in different specializations as covered in ordinance no. 24, 25, 26, 28, 36, 60, 61 of Sri SatyaSai University of Technology & Medical Sciences, Sehore (M.P.)

(As per the Guidelines for Multiple Entry and Exit in Academic Programme offered in higher Education Institutions "issued by UGC, New Delhi under National Education Policy 2020)

66A. 4 The Provisions of this Ordinance shall be applicable form the academic session 2022-23.

66A. 5 The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) under graduate programmers such as Bachelor of Arts (B A), Bachelor of Science (B.Sc), Bachelor of Commerce (B.Com), Bachelor of Computer Application (BCA), Bachelor of Business Administrations (BBA), Bachelor of Music (B.Music), Bachelor of Dance (B.Dance) and other similar Undergraduate programmers notified by the University.

66A. 6 The Ordinance shall apply to all such programmes being run by the University in its Teaching Departments (UTDs)/SOS (School of Studies) for their regular as well as Ex-students.

66A. 7 Admission rules and guidelines of admission to these programmes will be framed by the University for Admission in its UTDs/SOS and by the State Government for admission in colleges Admission to the 4th year (Level 8) shall be available only in the institutions offering a 4-year Undergraduate Programme. Autonomous colleges

with NAAC grade “A” or above can frame their admission guideline completely based on merit subject to the Government’s reservation policy.

- 66A. 8** Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education Madhya Pradesh Bhopal or and equivalent examination from any other board organized by the State Government /University will be eligible of admission to these undergraduate programmes.
- 66A. 9** The admission shall be made on merit calculated on the basis of criteria notified by the University/State government, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.
- 66A. 10** Student enrolment in a programme/course shall be restricted to the seats allotted by the University/State Government.
- 66A. 11** The in-take capacity shall be determined in advance by the university/autonomous college following the guidelines/norms issued by the State Government/UGC and other statutory bodies concerned the same could suitably be incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website or admission portal of Department of Higher Education.
- 66A. 12** Depending upon the academic and physical facilities available the university/college may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the **second year/third year/fourth year of a first-degree** programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
- 66A. 13** To enable multiple entry and exit points in the academic programmes, qualification such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8 Level 5 represents certificate and Level 8 represents Bachelor Degree (Honours/Research (Table 1) The four-year undergraduate programme shall comprise courses under following subjects/ Categories.
- I) Disciplinary/interdisciplinary Major (Core Course – DSE)(**64 credits**)
 - II) Disciplinary/interdisciplinary Minor (**32 credits**)
 - III) Generic Elective (**16 credits**)
 - IV) Skill Enhancement Courses/Vocational Courses (**12 credits**)
 - V) Ability Enhancement Course (**08 credits**)
 - VI) Field projects/internship/apprenticeship/community engagement and service/research project (**28 credits**)

N B for B.B.A/B.Com./B.A./B.Sc./ B.C.A./B.Dance/B.Music and like programmes, a group/subject shall be chosen as Major/Minor/Generic Elective.

Qualification and Credit Requirements are given in Table 1 the entry and exit uploads for students, who enter the undergraduate programme, are as follows.

1st Year (First and Second Semester-Level 5)

Entry 1 :- The entry requirement for Level 5 is successful completion of Class 12 from M P Board of Secondary Education, Bhopal or an equivalent examination from any other board recognized by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1 :- If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled to an **Undergraduate certification in the faculty of her/his Major Subject**. If she/he wants to exit, can exit the programme with **Undergraduate Certificate in hand**.

2nd Year (Third and Fourth Semester-Level 6)

Entry 2 :- The entry requirement for third and fourth semester Level 6 is successful completion of Level 5 A programme of study leading to the second year of the Bachelor's degree is open to those who have admission requirements.

Exit 2 :- If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for **Undergraduate Diploma in the faculty of her/his Major Subject**. If she/he wants to exit, can exit the programme with **Undergraduate Diploma in hand** A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year (Fifth and Sixth Semester-Level 7)

Entry 3 :- The entry requirement for semester fifth and six in Level 7 is successful completion of Level 5&6. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3 :- If the students passes all the courses of Level 5 to 7 i.e. First to Six semester and earns requisite number of credits, the student becomes entitled for the **Undergraduate Degree in the faculty of her/his Major Subject**. A Bachelor's degree requires 120 credits from level 5 to 7 with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year (Seventh and Eighth Semester-Level 8)

Entry 4 :-An individual seeking admission to a Bachelor's degree (Honours/Research) (Level 8) in a specified field of learning would have completed all requirements of the relevant three-year bachelor degree (Level 7) After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/Research) degree.

Exit 4 :- If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for **Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject**. A Bachelor's degree (Honours/Research) requires total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table – 1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semester) of the undergraduate programme (Programme duration first year or two semester of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of Major Subject for those who exit after two year (four semester) of the undergraduate programme (Programme duration First two years or four semesters of the undergraduate programme).	80
Level 7	Bachelor's Degree in the faculty of the Major Subject (Programme duration Three year or six semesters).	120
Level 8	Bachelor's Degree in the faculty of Major Subject (Honours/Research) (Programme duration Four year or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows.

- One hour of theory or one hour of tutorial or two hours of laboratory work per week for duration of 15 weeks resulting in the award of **one credit**.
- Credits for internship shall be **one credit per week** of internship, subject to a **maximum of 12 credits in a year**.

66A. 14 The minimum duration of the undergraduate degree programme shall be of three academic years/six semesters, whereas that of undergraduate degree leading to Honours/Research shall be of four academic years/eight semesters.

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of Undergraduate Degree and Undergraduate Degree (Honours/Research) programme for regular students shall be of 6 and 8 year respectively. there shall be no such bar for non-collegiate (private) students.

66A. 15 Types of Courses

Each of the subject/categories (i) to (v) as specified in clause 13 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows.

15.1. Core Course:

Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

15.2. Elective course:

Generally, a course which the student can be chosen from a pool of courses, which is specific on specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective course.

15.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main disciplines/subject of study).

15.2.2 Dissertation/Project

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course independently with advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analyzing/exploring a real-life situation/difficult problem for a bachelor degree with honors/research. A Projects/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

15.2.3 Generic Elective (GE) Course

An elective course chosen generally from an unrelated discipline/subject to seek exposure of other field is called a Generic Elective course.

15.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types

- Ability Enhancement Compulsory Courses (AECC)
 - Skill Enhancement Courses (SEC) or Vocational Courses
- “AECC” courses are the courses based upon the content that ready to Knowledge enhancement such as.
- Environmental Education

- English/Hindi Communication are mandatory for all disciplines. SEC courses are value-based/skill-based and may also be designed to enhance skills of the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

15.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University based on the curriculum issued by the UGC under LOCF with maximum deviation of 20%.

66A. 16 STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

16.1. First Semester (Level 5):

A student shall be declared to have successfully completed the second semester. If he/she acquires 6 credits in core course of the major subject, 6 credits in core course of the minor subject, 4 credits in generic elective 4 credits in Ability Enhancement Course AEC.

16.2. Second Semester (Level 5):

A student shall be declared to have successfully completed the second semester. If he/she acquires 6 credits in Core courses of the major subjects, 6 credits in core course of this minor subjects, 4 credits in generic elective and 4 credits in Ability Enhancement Course AEC.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfills the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty, a student passing grade 12 with commerce faculty can take major and minor subjects from commerce arts faculty whereas a student passing grade 12 with arts faculty can choose major and minor subjects from arts faculty only Major and Minor subjects shall belong to the same faculty (which will be called as the Man faculty), whereas generic elective subject can be chosen from any faculty However, allotment of choices will be subject to the provisions of admission guidelines.

16.3. Third Semester:

A student shall be declared to have successfully completed the third semester. If he/she acquires 6 credits in Core courses of the major subject, 6 credits in core course of the minor subject, 4 credits in generic elective, 4 credits in Skill Enhancement Course (SEC)/Vocational Course.

16.4. Fourth Semester (Level 6):

A student be declared to have successfully completed the fourth semester. If he/she acquires 6 credits in Core courses of the major subject, 6 credits in core course of the minor subject, 4 credits in general elective, and 4 credits in Skill Enhancement Course (SEC)/Vocational Course.

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be the students responsibility to earn additional credits to fulfill the minimum requirement of credits prescribed for the major course only after fulfillment of such credits he/she will be entitled to earn an Undergraduate Diploma an Undergraduate Degree.

16.5. Fifth Semester :

A student shall be declared to have successfully completed the fifth semester. If he/she acquires 6 credits in Core courses of the major subject, 4 credits in Skill Enhancement Course (SEC)/Vocational Course, 4 credits in discipline specific elective (DSE) of the major subject and 6 credit in Field Project/internship/apprenticeship/community engagement and services, preferably related to major and/or minor subjects.

16.6. Sixth Semester (Level 7):

A student shall be declared to have successfully completed the sixth semester. If he/she acquires 6 credits in Core courses of the major subject, 8 credits in discipline specific elective (DSE) of the major subject and 6 credits in field Project/internship/apprenticeship/community engagement and services, preferably related to major and/or minor subject.

16.7. Seventh Semester :

Bachelor with Honours/Research

A student shall be declared to have successfully completed the seventh semester with honours. If he/she acquires 6 credits in Core courses of the major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subject and 6 credits in field Project/internship/apprenticeship/community engagement and services, preferably to major and/or minor subject.

A student shall be declared to have successfully completed the seventh semester with Research. If he/she acquires 6 credits in Core courses of the major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subject and 6 credits in research project.

16.8.Eighth Semester (Level 8):

Bachelor with Honours/Research

A student shall be declared to have successfully completed the eighth semester with honours. If he/she acquires 6 credits in Core courses of the major subject, 4 credits in dissertation, and 10 credits in field Project/internship/apprenticeship related to the major subject.

A student shall be declared to have successfully completed the eighth semester with Reserach. If he/she acquires 6 credits in Core courses of the major subject, 4 credits in Minor, and 10 credits in research project.

The nomenclature of degree shall strictly conform to the relevant provisions on the act/regulations/guidelines of the UGC.

16.9. Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entre tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

16.10. A student may change the subject of the generic elective in each year of the 3-year undergraduate degree programme.

16.11. Table 2: Proposed Structure for Undergraduate Programme: Annual System

		Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	Field Projects/Interns hip/apprentices hip/commenting agementand service	Credits	Qualification title (Credit requirement)	
		Subject I	Subject II	Subject III						
Level (Seme nter	Major		Minor	Generic Elective Course	Vocational Course		# Inter/Intra Faculty		
		Core	DSE							
Level 5	1	1 (6 Credi tn)		1 (6 Credits)	1 (4 Credits)		1 (4 Credits)	6+6+4+4=20	(40) Undergraduate Certificate in Main Faculty	
	2	1 (6 Credi ts)		1 (6 Credits)	1 (4 Credits)		1 (4 Credits)	6+6+4+4=20		
Level 6	3	1 (6 Credi tn)		1 (6 Credits)	1 (4 Credits)	1 (4 Credits)		6+6+4+4=20	(80) Undergraduate Diploma in Main Faculty	
	4	1		1 (6 Credits)	1 (4 Credits)	1 (4 Credits)		6+6+4+4=20		
Level 7	5	1 (6 Credi ts)	1 (4 Credi ts)			1 (4 Credits)		1 Field Projects/interns hip/apprentices hip (6 Credits)	6+6+4+4=20	(120) Bachelor Degree in Main Faculty

	6	1 (6 Credi ts)	2 (4 Credi ts)					1 Field Projects/Intern ship/apprentices hip (6 Credits)	6+6+4+4=2 0	
Level 3	7	1 (6 Credi ts)	1 (4 Credi ts)	1 Research Methodology (4 Credits)				1 Field Projects/Intern ship/apprentices hip or Research Project (6 Credits)	6+6+4+4=2 0	(160) Bachelor Degree (Honours) in Main Faculty
	8	1 (6 Credi ts)		1 (4 Credits)				1 Field Projects/Intern ship/apprentices hip or Research Project (10 Credits)	6+6+4+4=2 0	Bachelor Degree (Research) in Main Faculty
Total		48 Credi ts	16 Credi ts	32 Credits	16 Credits	12 Credits	08 Credits	28 Credits	160 Credits	

66A. 17. Choice to Select the MOOC Courses:

- a The UTD/Constitution Unit/SOS college can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform on any MOOC platform recognized by the central government or the state government for credit transfer.
- b The students will have the choice to opt elective-generic skill Enhancement/Ability Enhancement courses from the courses available within the College/UTD autonomous college or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt for courses from Massive Open Online Course (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Mind) platform with the permission of the College/UTD.
- c The UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the College/UTD.
- d The students can also opt for a course under DSE of Major subject from Massive open Online courses (MOOCs) available at SWAYAM platform.
- e The College/University will decide to allow the online courses of SWAYAM if
 - (i) The courses offered on SWAYAM would supplement the teaching-Learning process in the institution.
 - (ii) Every student opting for a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course if required.

- (iii) While allowing the online learning courses offered by SWAYAM it shall be ensured that the physical facilities like laboratories computer facilities and library etc essential for pursuing the courses shall be made available free in adequate measure by the College/UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and facilitate/conduct the lab practical/sessions/examinations.
- f The requirement of project/dissertation, as notified by the respective College/UTD/autonomous collegeneed to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Companies/industries with the approval of College/UTD/autonomous college.

66A.18. Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of at least seventy-five percent of theory lectures and practicalseparately will be required in each course to sit in the semester end examination.

For Special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor/Principal of autonomous on the recommended of HOD/Deans college of concern Draft/Documenting.

66A. 19. Examination & Evaluation:

- 19.1** Generally each course will correspond to an examination paper comprising of external and internal evaluations. The semester and theory examinations for Major , Minor, Genetic and DSE will be of 3 hours while Vocational (SEC) and Ability Enhancement Course (AEC) will be of 2 hours duration. The credit structure for theory/practical/tutorial, internal external examinations and total marks for an examinations are shown in the Table 3 in clause 19.15.
- 19.2** The question paper of the external examination should preferably content long answer short answer and objective type questions. The continuous evolution of the student well be conducted at three points of time in a semester by conducting three may be written tests of 20 marks each of these, two must be written tests and the third may be written test Quiz/Seminar/Assignment for theoretical courses Marks obtained in best two out of three will be awarded to the student Each student shall have to appear in at least two tests and End Semester Examination. Failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project workbased courses, appropriate distribution of marks for Practical Record/Project Rccord, Practical Semester end exam, viva, if any be

decided by the University/autonomous college. In case of internal assessment the college/UTD/University shall distribute and design their assessment so that at least two tests are conducted in a semester.

- 19.3** UTD/Autonomous colleges may design their own mode of internal assessment with due approval from respective academic council in view of the “Evaluations Reforms in Higher Education Institutions, 2019” published by the UGC.
- 19.4** Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 19.5.
- 19.5** The grading will be made on 10-point scale as described below

Letter Grade	Grade Points	Description	Range of Marks(%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

- 19.6** In case, statutory bodies of the programme issue the guidelines regarding the minimum passing percentage of marks, then grading will be done in the following manner.

If the marks obtained by the student in a course are less than the minimum cut off percentage of marks, then F grade will be awarded, otherwise the grade will be awarded as per above-mentioned table.

- 19.7** If a student obtains For Ab grade in any course(s), he/she will be treated as having failed in the course(s) he/she has to reappear in the examinations of the course(s) as and when conducted by the University/Autonomous college Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
- 19.8** The student will be promoted to the next semester if he/she secured at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and

he/she will be asked to repeat the entire semester and that semester will be treated as zero semester in such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester then the student will be declared pass in that semester if student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Terms in those courses in which he/she fails).

If the student fails to pass all the courses in the next ATKT examinations, the provisional promotion will be terminated, but he/she will be given second chance to pass the failed courses. Suppose the student does not successfully complete the concerned semester even after the aforesaid second chance, In that case she/he shall be treated as fail in that semester and will be asked to repeat the entire semester will be treated as zero semester.

If the 4th year of undergraduate programme is not offered in the present college, admissions in another college within the same university shall be allowed in cases of provisional promotions to the 4-th year of the undergraduate programme.

- 19.9** Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course of has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- 19.10** On account of valid reasons, a student may withdraw from a semester. In such a case that semester will be treated as zero semester.
- 19.11** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semester. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be changed again.
- 19.12** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 19.13** The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- 19.14** Applicable to UTDs in the same university. The UTD where students from other UTDs are registered for choice based elective course(s), will send the Grade to the

concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

19.15 Table 3: Structure of Credit Course (Semester System)

S.No.	Course (Credits)	Course Type	Credits Allocated			Distribution of Theory Marks		Distribution of Practical Marks		Tutorial Marks
			Theory	Practical	Tutorial	Internals (Through CCE)	External (End-Semester Exam)	Internal	External (End-Semester Practical Exam)	
1	Core(6)	Type-1	6	NA	NA	40	60	NA	NA	NA
2	Core(6)	Type-2	4	2	NA	40	60	40	60	NA
3	Core(6)	Type-3	2	4	NA	40	60	50 (Through CCE)	50	NA
4	Core(6)	Type-4	5	NA	1	40	60	NA	NA	100
5	GE/DSE/SEC (4)	Type-1	4	0	NA	40	60	NA	NA	NA
6	GE/DSE/SEC (4)	Type-2	3	1 P.T.W.	NA	40	60	NA	100	NA
7	DSE/SEC (4)	Type-3	1	3 P.T.W.	NA	40	60	50 (Through CCE)	50	NA
8	DSE/SEC (4)	Type-4	3	NA	1	40	60	NA	NA	100
9	AECC (4)	Type-1	4	NA	NA	40	60	NA	NA	NA
10	Field-Projects/Internship/Apprenticeship/Community engagement & service (6/10)	NA	(i) Field-Project/Internship/Apprenticeship/Community engagement & service 4/6 Credits (75 Marks) (ii) Evaluation of Report 2/4 Credit (25 Marks)							
11	Research Methodology (4)	Type-4	3	NA	1	40	60	NA	NA	100
12	Dissertation/Research Project (4/6/10)	NA	Evaluation of Theses 2/4/6 Credits (50 Marks)+Pre submission viva-voce 1/1/2 Credits (25 Marks)+Enteral viva-voce 1/1/2 Credits (25 Marks)							

P-Practical T-Training W-Workshop

66A.20. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

66A.21. Calculation of SGPA/CGPA:

- 21.1** Semester Grade Point Average (SGPA) is measure of performance of the student in a semester. It is ratio of total credit points secured by a student in various courses registered in that semester and the total course taken during that semester i.e.

$$SGPA (S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

Where S_i is the i^{th} year, C_i is the number of credits of the i^{th} course in the semester: (S_i) and G_i is the grade point scored by the student in the i^{th} course.

- 21.2** The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The SGPA and CGPA shall be rounded of top to 2 decimal places and reported in the grade sheet.

Calculation of SGPA:

Course	Credits (C)	Grade	Grade Point (GP)	Credit Points (C x GP)	SGPA (Total Credit Point/Total Credit)
Course 1	6	A	8	48	146/20=7.30
Course 2	6	C	5	30	
Course 3	4	B+	7	28	
Course 4	4	O	10	40	
Total	20	-	-	146	

- 21.3** CGPA is a measure of the overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the credits of all courses in all the semesters completed CGPA will be calculated as per follows

$$CGPA = \frac{\sum [C_i \times SGPA(S_i)]}{\sum C_i}$$

Where SGPA (S_i) is the SGPA of the i^{th} year and C_i is the total number of credits in the i^{th} semester.

Calculation of CGPA:

Semester	Credits	SGPA	Credits x AGPA	CGPA
1	20	7.50	150.00	CGPA= Total (Credits x SGPA) /Total Credits CGPA = 1229.60/160 = 7.685 =7.69 (rounded off to second decimal point)
2	20	7.58	151.60	
3	20	7.32	146.40	
4	20	8.34	166.80	
5	20	7.58	151.60	
6	20	7.32	146.40	
7	20	8.34	166.80	
8	20	7.50	150.00	
Total	160		1229.60	

66A.22. On completing all requirements for award of the undergraduate certificate/diploma/degree the CGPA will be calculated and this value will be indicated on the certificated/diploma/degree. The 3-years (6 Semesters) and 4-year (8 Semesters) undergraduate degree should also indicate the Division obtained as per follows.

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above.
First division	The candidate had earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters.

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off up to second decimal point.

66A.23. The student will be examined by the university as per the preventing syllabus and scheme of examination.

66A.24. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.

66A.25.A Grade Card shall be issued to all the student after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA for every semester and CGPA earned till that Academic Year will be displayed in the grade card.

66A.26.Grade sheets will be developed by the colleges/UTD college based on model Annexures S-1 to S-4 .

66A.27.Credits Transfer:

27.1 The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.

27.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of these regulations as amended from time to time.

27.3 Except for the cases of provisional promotions, the universities established by M.P University Act. 1973 shall facilitate credit transfer of students between then However, the student may be required to fulfill some eligibility criteria, drawing parity for a course, framed by the university in which the student seeks admission.

66A.28. If any questions arises relating to the interpretation of the provisions of this ordinance, it shall be referred to State government whose decision thereon shall be applicable.

66A.29.The guidelines, related to this programme, issued by the statutory bodies e.g UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.

66A.30.In matters not covered under the Ordinance, general rules of the University shall be applicable otherwise the State government's directions shall be applicable.

66A.31.If UGC notifies any change in future in its Regulations in this regard, the same will be incorporated in the existing Ordinance with the approval by the Kuladhipati on the recommendation of the Higher Education Department.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER**ANNEXURE-S-1****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20			146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER**ANNEXURE-S-3****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20	-	-	138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

Techno Global University, Vidisha

Ordinance 54 A

Ordinance for three/four year Undergraduate (CBCS Semester Mode)

As per the “Guidelines for Multiple Entry and Exit in Academic Programme” issued by UGC, New Delhi under National Education Policy 2020

1. The provisions of this Ordinance shall be applicable on the flowing Ordinance:-

Ordinance No. 23, Bachelor of Science (B.Sc.), **Ordinance No.31** Bachelor of Computer Application (BCA), **Ordinance No.19** Bachelor of Business Administration (BBA), **Ordinance No.20** Bachelor of Commerce B.Com.(Hons.), **Ordinance No.21** Bachelor of Arts B.A (Hons.), **Ordinance No.44** Bachelor of Journalism and Mass Communication (BJMC), **Ordinance No.15** Bachelor of Education (B.Ed.), from the academic session 2022-23.

2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Arts (B.A), Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com), Bachelor of Computer Application (B.C.A), Bachelor of Business Administration (B.B.A) and other similar Undergraduate Programmes offered by **TechnoGlobal University, Madhya Pradesh**.
3. Admission rules and guidelines for admission to these programmes have been framed by the University for admission in its institutions. Ordinance No. 03 “Admission of Students” of first Ordinances of **Techno Global University Madhya Pradesh** can be referred to.
4. The student who has passed the Grade 12 Examination from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government determined in advance by the University/Constituent Institutions following the guidelines issued by the State Government/ Central Government/UGC and other statutory bodies concerned will be eligible for admission to these Undergraduate Programmes.
5. The admission shall be made on the merit calculated on the basis of criteria notified by the **University/ Central Government/State Government**, keeping in view the guidelines in this regard issued by the UGC and other statutory bodies concerned.
6. Student enrolment in a programme shall be restricted to the seats allotted by the University.
7. The in-take capacity shall be determined in advance by the university/autonomous college in accordance with the guidelines/norms in this regard issued by the **State Government/UGC and Madhya Pradesh Private University Regulatory Commission Bhopal (MPPURC)** concerned so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website and provisions of this Ordinance applicable from the academic session 2022-23.

8. Depending upon the academic and physical facilities available, the University may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the students has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
9. To enable multiple entry and exit points in the academic programmes, qualifications such as **Certificate, Diploma, and Degree** are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents Certificate, level 6 represents Diploma, level 7 represents Bachelor Degree and 8 represents Bachelor Degree (Honours/Research) qualification (Table1). The four-year undergraduate programme shall comprise course under the following subjects/categories.
 - i. Disciplinary/Interdisciplinary Major(Core Course + DSE) (64 credits)
 - ii. Disciplinary/Interdisciplinary Major(32 Credits)
 - iii. Generic Elective (16 credits)
 - iv. Skill Enhancement Course/Vocational Course (12 Credits)
 - v. Ability Enhancement Courses(08 Credits)
 - vi. Field projects/internship/apprenticeship/community engagement and service /research project (28 credits)

For BBA/BCA/B.Sc./and similar programmes, group/subject shall be chosen as **Major/Minor/Generic/Elective**.

Qualification and credit requirements are given in Table1. The *entry and exit options* for students, who enter the undergraduate programme, are as follows:

1st Year (First & Second Semester –Level 5)

Entry 1: The entry requirement for first semester in level 5 is successful completion of Class 12 from M P Board of Secondary Education, Bhopal, or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student passes all the courses of Level 5 and earns the requisite number of credits, the student will become entitled to an *Undergraduate certificate in the programme of her/his Major Subject*. If he/she wants to exit, he/she can exit the programme with *Undergraduate certificate* in hand.

2nd Year (Third & Fourth Semester –Level 6)

Entry 2: The entry requirement for fourth semester in Level 6 is the successful completion of Level 5. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5 & 6 and earns the requisite number of credits, the student becomes entitled to an *Undergraduate Diploma in the programme of*

her/his Major Subject. If he/she wants to exit, he/she can exit the programme with **Undergraduate Diploma** in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year (Fifth & Sixth Semester –Level 7)

Entry 3: The entry requirement for semester six in Level 7 is successful completion of Level 5 & 6. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If student passes all the courses of Level 5 to 7 i.e., first to six semesters and earns the requisite number of credits, the student becomes entitled to the **Undergraduate Degree in the programme of her/his Major Subject.** A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year (Seventh & Eight Semester- Level 8)

Entry 4: An Individual seeking admission to a **Bachelor's degree (Honours/Research) (Level 8)** in a specified field of learning would have completed all requirements of the relevant three- year bachelor's degree (Level 7). After completing the requirements of a three year Bachelor's degree, the student who meets a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled to an **Undergraduate Degree (Honours./Research) in the programme of her/his Major Subject.** A Bachelor's degree (Honours /Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table –1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate (in the field of learning/ discipline) for those who exit after the first year (two semesters) of the undergraduate programme.(Programme duration: one year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma (in the field of learning / discipline) for those who exit after two years (four semesters) of the undergraduate programme.(programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor Degree (Programme duration: Three years or six semesters)	120
Level 8	Bachelor Degree (Honours/Research) (Programme duration: Four years or eight semesters).	160

The salient features of the credit-based semesters scheme—Each course carries a defined number of credits. The credits are based on the course structure, including the teaching mode and the number of contact hours for lecture, tutorial, and practical classes. Credits are considered to be based on the number of contact hours, course content, and teaching methodology and allotted maximum marks

The credits will be awarded by the University. The credits can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of **one credit**.
- Credits for internship shall be **one credit per week** of training, subject to a **maximum of six credits in a semester**.

10. The minimum duration of the Undergraduate Degree Programme shall be of three academic years/six semesters, whereas that of Undergraduate Degree leading to Honours/Research shall be of four academic years/ eight semesters.

A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.

The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Research) programme for regular students shall be 6 and 8 years, respectively.

A student will be allowed to enter/re-enter only at the odd semester and can only exit after even semester. Re- entry at various levels as lateral entrants in academic programmes should be based on the earned credits and proficiency test record.

The validity of credits earned will be to a maximum period of seven years (as per UGC guidelines for multiple entry and exit in academic programmes or as specified by UGC in later stage)

11. TYPES OF COURSES:

Each of the subject/categories (i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows.

11.1 Core Course: Such course which shall compulsorily be studied by the student as a core requirement of the programme.

11.2 Elective Course: A course which the student can choose from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

11.2.1 Discipline Specific Elective (DSE) Course: Elective courses offered from the main discipline /subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/ subject of study).

11.2.2 Dissertations/ Project: An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course independently with advisory support by a teacher/faculty member is called dissertation/ project. A project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

11.2.3 Generic Elective (GE) Course: An elective course chosen generally from an unrelated discipline/ subject to seek exposure of other fields is called a Generic Elective course.

11.3 Ability Enhancement Courses (AEC): The ability enhancement courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement such as,

- Environmental Education
- English/Hindi Communication is mandatory for all disciplines

SEC courses are value-based/skill-based and may also be designed to enhance skills of the Major subject. They are earned to provide hands on training competences, skills, etc.

11.4 The syllabus for a specific programme will be decided by the concerned Board of Studies of the University based on the curriculum issued by the UGC under Learning Outcome Based Curriculum Framework (LOCF) with maximum deviation of 20%.

12 STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

12.1 First Semester:

A student shall be declared to have successfully completed the first semester if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Courses of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Courses (AEC).

12.2 Second Semester: (Level 5):

A student shall be declared to have successfully completed the second semester if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Course (AEC).

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subject from science/arts/commerce faculty, a student passing Grade 12 with commerce faculty can take major and minor subject from commerce/arts faculty, whereas a student

passing Grade 12 with arts faculty can choose major and minor subjects from arts faculty only Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subjects can be chosen from any faculty However, allotment of choices will be subjected to the provisions of admission guidelines.

12.3 Third Semester:

A student shall be declared to have successfully completed the third semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Skill Enhancement Course (SEC)/Vocational Course.

12.4 Fourth Semester (Level 6):

A student shall be declared to have successfully completed the fourth semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 Credits in Skill Enhancement Course (SEC) Vocational Course.

The student shall be given a single chance at the entry of level 6 to interchange the major and minor subjects However, in such cases, it will be the students responsibility to earn additional credits to fulfill the minimum requirements of credits prescribed for the major course. Only after fulfillment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree

12.5 Fifth Semester:

A student shall be declared to have successfully completed the fifth semester, if he/she acquires 6 credits in Core Courses of the major subject, 4 credits in Skill Enhancement Course (SEC)/Vocational Course, 4 Credits in discipline specific elective (DSE) of the major subject and 6 credit in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and /or minor subjects.

12.6 Sixth Semester (Level 7):

A student shall be declared to have successfully completed the sixth semester, if he/she acquires 6 credits in Core Courses of the major subject, 8 credits in discipline specific elective (DSE) of the major subject and 6 credit in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and /or minor subjects.

12.7 Seventh Semester:

Bachelor with Honours/Research

A student shall be declared to have successfully completed the seventh semester with honours, if he/she acquires 6 credits in Core Courses of the Major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subjects, and 6 credits in field project/internship/apprenticeship related to the major subjects.

A student shall be declared to have successfully completed the seventh semester with research, if he/she acquires 6 credits in Core Courses of the Major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subjects, and 6 credits in research project.

12.8 Eighth Semester (Level 8) :

Bachelor with Honours/Research

A student shall be declared to have successfully completed the eighth semester with honours, if he/she acquires 6 credits in Core Courses of the Major subject, 4 credits in dissertation, and 10 credits in field project/ internship/apprenticeship related to the major subjects.

A student shall be declared to have successfully completed the eighth semester with research, if he/she acquires 6 credits in Core Courses of the Major subject, 4 credits in minor and 10 credits in research project.

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

12.9 Additional Courses:

In the categories of minor subject generic elective and skill enhancements courses/vocational courses, a student may earn up to 6 credits per year in the entire tenure of the 3-year undergraduate degree programmes after paying due fees for registration and examination.

12.10 A student may change the generic elective subject in each year of the 3-year undergraduate degree programme.

12.11 Table-2: Proposed Structure for Undergraduate Programme : UGC CBCS System for University

		Main Faculty (as per prerequisite)					Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	Field projects/internship/apprenticeship/community engagement and service	Credits	Qualification title (Credit requirement)
		Subject I		Subject II		Subject III						
		Core	Major	Minor		Generic Elective Course						
Level 5	Semester	1	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)	Vocational Course	1 (4 Credits)	\ # Inter / Intra Faculty	6+6+4+4=20	(40) Undergraduate Certificate in Main Faculty	
		2	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)		1 (4 Credits)		6+6+4+4=20		
Level 6		3	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)	1 (4 Credits)		1 Field project/internship/ apprenticeship (6 Credits)	6+6+4+4=20	(80) Undergraduate Diploma in Main Faculty	
		4	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4=20		
Level 7		5	1 (6 Credits)	1 (4 Credits)			1 (4 Credits)		1 Field project/internship/ apprenticeship (6 Credits)	6+4+4+6=20	(120) Bachelor Degree in Main Faculty	
		6	1 (6 Credits)	2 (4 Credits) + (4 Credits)						6+4+4+6=20		
Level 8		7	1 (6 Credits)	1 (4 Credits)	1 Research Methodology (4 Credits)				1 Field project / internship apprenticeship or Research Project (6 Credits)	6+4+4+6=20	(160) Bachelor Degree (Honours) in Main faculty Bachelor Degree (Research) in Main faculty	
		8	1 (6 Credits)		1 (4 Credits)					6+4+10=20		
Total			48 Credits	16 Credits	32 Credits	16 Credits	12 Credits	8 Credits	28 Credits	160 Credits		

13. Choice to select the MOOC Course:

- a. The university can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other online education learning platform approved by UGC/Regulatory Body from time to time.
- b. The student will have the choice to opt elective-generic/ Skill Enhancement /Ability Enhancement course from the courses available within the institution or in other institutions of the university but from same level of the programmes. An alternate choice will also be available to the student to opt for courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active Learning for Young Aspiring Minds) platform with the permission of University.
- c. The institutions shall offer elective- generic courses in each programme on merit basis across the disciplines. The number of seats in the courses will depend on available facilities in the institution.

14. Requirement of attendance will be as per University Ordinance governing the examinations. In general, attendance of at least seventy five percent will be required in each course to sit in the end semester examination.

For special reasons such as prolonged illness deficiency in the percentage of attendance not exceeding five percent in each course may be condoned by the Vice Chancellor.

15. Examination & Evaluation:

- 15.1** Examination will be conducted as per Ordinances 5 & 6 of **Techno Global University, Madhya Pradesh** as per the Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. Generally, each course will correspond to an examination paper comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE(Discipline specific elective Course) will be of 3 hours while vocational (SEC) and AEC(Ability Enhancement Course) will be of 2 hours duration. The credit structure for theory/Practical/tutorial, internal, external examinations and total marks for an examination are shown in table 3 in clause 15.15.
- 15.2** The question paper of the external examination should preferably contain long answer, short answer, and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20

marks. Each of these, two must be written tests and the third may be written test Quiz/Semester/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination, failing which, the student will be awarded Abgrade in that course.

- 15.3** University institutions may design their mode of internal assessment with due approval from the respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions 2019" published by the UGC.
- 15.4** Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 15.5
- 15.5** The grading will be made on 10point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks(%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very Good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

- 15.6** In cases statutory bodies of the programme issue the guidelines regarding the minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded otherwise, the grades will be awarded as per above- mentioned table.

- 15.7** If a student obtains F or Ab grade in any course(s), he/she will be treated as having failed in the course(s). He/She has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
- 15.8** The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be

asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester, then the student will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed to keep terms) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated but he/she will be given second chance to pass the failed courses. Suppose the student does not successfully complete the concerned semester even after the aforesaid second chance in that case, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

- 15.9** Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- 15.10** On account of valid reasons, a student may withdraw from a semester. In such case, that semester will be treated as zero semester.
- 15.11** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The University may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships.
- 15.12** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 15.13** The theoretical and practical courses can be repeated whenever offered or conducted by the University but within the maximum duration of the programme. He/she can avail multiple repeat attempts to pass courses.
- 15.14** Applicable to institutions in the same universities, the institution, where students from other Institutions are registered for choice based elective course(s), will send the grade to the concerned institution where the student enrolled. The result will be declared by the institution where the student has taken admission.

15.15 Table 3: Structure of Credit Course (Semester System)

16. Evaluation and Certification of MOOCs and Vocational Courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs Vocational courses, Field-Projects Internship/Apprenticeship/Community engagement and service/Research Project.

17. Calculation of SGPA/CGPA:

17.1 Semester Grade Point Average (SGPA) is a measure of performance of the student in a semester. It is the ratio of total credit points secured by a student in various courses registered in that semester and the total course credits taken during that semester, i.e.

$$SGPA (S_i) = \frac{(C_1G_1 + C_2G_2 + C_3G_3 + \dots)}{C_1 + C_2 + C_3 \dots}$$

Where S_i is the i^{th} year, C_i is the number of credits of the i^{th} course in the semester (S_i) and G_i is the grade point scored by the student in the i^{th} course.

17.2 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credits points secured by the student, except the credits of additional courses if any. The SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet

Calculation of SGPA

Course	Credits(C)	Grade	Grade Point (GP)	Credit Points (C*GP)	SGPA (Total Credit Point/Total Credit)
Course 1	6	A	8	48	146/20 = 7.30
Course 2	6	C	5	30	
Course 3	4	B+	7	28	
Course 4	4	O	10	40	
Total	20			146	

17.3 CGPA is a measure of the overall cumulative performance of a student over all semester completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the credits of all courses in all the semesters completed. The CGPA will be calculated as per follows

$$CGPA = \frac{\sum [C_i \times SGPA(S_i)]}{\sum C_i}$$

Where SGPA (S_i) is the SGPA of the i^{th} year and C_i is the total number of credits in the i^{th} semester

Calculation of CGPA:

Semester	Credits	SGPA	Credits× AGPA	CGPA
1	20	7.50	150.00	CGPA= $\frac{\text{Total(Credits} \times \text{SGPA)}}{\text{Total Credits}}$
2	20	7.58	151.60	
3	20	7.32	146.40	CGPA= $1229.60/160 = 7.685 \approx 7.69$ (round off to second decimal point)
4	20	8.34	166.80	
5	20	7.58	151.60	
6	20	7.32	146.40	
7	20	8.34	166.80	
8	20	7.50	150.00	
Total	160		1229.60	

18. On completing all requirements for the award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate /diploma/degree. The 3-years (6 semester) and 4-years (8 semesters) undergraduate degrees should also indicate the Division obtained as per follows.

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters.

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off up to the second decimal point

19. The student will be examined by the University as per the prevailing syllabus and scheme of examination.
20. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum required credits for the certificate/degree/diploma
21. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grades secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
22. Grade sheets will be developed by the University based on model Annexures S1 to S4.

23. Credit Transfer:

- 23.1** The credit transfer shall be implemented as per the policy of the University framed in accordance with the guidelines issued by the UGC from time to time.
- 23.2** The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
- 23.3** Except for the cases of provisional promotions, the universities shall facilitate credit transfer of students between them however; the student may be required to fulfill some eligibility criteria, drawing parity for a course, framed by the University in which the student seeks admission.
- 24.** If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Board of Management whose decision thereon shall be applicable.
- 25.** The guidelines, related to this programme, issued by the statutory bodies e.g, UGC/AICTE/PCI/BCI/RCI issued from time to time will be adopted for implementation.
- 26.** In matters not covered under this Ordinance, general rules of the University shall be applicable.
- 27.** If UGC notifies any change in future in its Regulations in this regard, the same will be incorporated in the existing Ordinance with the approval by the Academic Council and Board of Management of the University.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER**ANNEXURE-S-2****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage =CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER**ANNEXURE-S-4****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20		-	138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

Sarvepalli Radhakrishnan University Bhopal

Subsequent Ordinance 100 A

Ordinance for three/four years Undergraduate Degree (CBCS Semester Mode)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of this Ordinance shall be applicable on pre established UG (Sem) Ordinances from the academic session 2022-23.
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes as under, notified by the University .

Programme/ Courses Sanctioned & Approved By Department of Higher Education & MPPURC :-

S.No.	Name of Programme/Courses	Ordinance No.	Semester/ Annual	Approved By
1	Bachelor of Science (B.Sc.)	37	Semester	DHE/MPPURC
2	Bachelor of Commerce (B.Com)	34	Semester	DHE/MPPURC
3	Bachelor of Business Administration (BBA)	33	Semester	DHE/MPPURC
4	Bachelor of Computer Application (BCA)	45	Semester	DHE/MPPURC
5	Bachelor of Arts (BA)	35	Semester	DHE/MPPURC
6	Bachelor of Library Science(B.Lib.)		Semester	DHE/MPPURC
7	Bachelor of Science (B.Sc. Yoga)	89	Semester	DHE/MPPURC
8	Bachelor of Mass Communication & Journalism (BA JMC)	83	Semester	DHE/MPPURC
9	Bachelor of Science (B.Sc. Fashion Design)	86	Semester	DHE/MPPURC
10	Bachelor of Arts (BA Animation & Graphic Design)	88	Semester	DHE/MPPURC

3. The Ordinance shall be applicable to all such programmes being run by the University in its Teaching Departments (UTDs)/SOS (School of Studies) and its affiliated constitute Units for their regular as well as non-collegiate (private) students.
4. Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its UTDs/SOS. Admission to the 4-th year (Level 8) shall be available only in the institutions which are offering 4-year Undergraduate Programme. Autonomous colleges with NAAC grade "A" or above can frame their admission guideline completely based on merit subject to the reservation policy of the government.

5. Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.
6. The admission shall be made on merit calculated on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.
7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University. The in-take capacity shall be determined in advance by the university/autonomous college in accordance with the guidelines/norms in this regard issued by the State Government/UGC, MPPURC and other statutory bodies concerned so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website .
8. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
9. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
 - i) Disciplinary/interdisciplinary/Major (48 credits)
 - ii) Disciplinary/interdisciplinary/Minor (32 credits)
 - iii) Generic Elective (16 credits)
 - iv) Discipline Specific Elective (16 credits)
 - v) Skill Enhancement Courses/Vocational Courses (12 credits)
 - vi) Ability Enhancement Courses (08 credits)
 - vii) Field projects/internship/apprenticeship/community engagement and service/research project (28 credits).

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

2nd Year

Entry 2. The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in

the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
- Credits' for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.

11. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

12. TYPES OF COURSES

Each of the subject/categories (i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

12.1. Core Course: Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

12.2. Elective Course:

Generally a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

12.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

12.2.2 Dissertation/Project:

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

12.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- 12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

13.1. First Year (Level 5):

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

13.2. Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2 .

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

13.3. Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2.

13.4. Fourth Year (Level 8):

(a) Bachelor with Honours:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2 .

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

13.5. Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 as shown in clause 13.8.

13.6. Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

13.8. Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for Universities / Autonomous Colleges

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/Internship/apprenticeship/community engagement and service	Credits	Qualification title (Credit requirement)
		Subject I	Subject II	Subject III						
Level 15	1	Major 1 (6 Credits)	Minor 1 (6 Credits)	Generic Elective Course 1 (4 Credits)	Vocational Course 1 (4 Credits)	1 (4 Credits)		# Inter/Intra Faculty	6+6+4+4 = 20	(40) Undergraduate Certificate in Main Faculty
	2	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	
Level 16	3	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)				6+6+4+4 = 20	(80) Undergraduate Diploma in Main Faculty
	4	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)				6+6+4+4 = 20	
Level 17	5	1 (6 Credits)			1 (4 Credits)		DSE-1 (4 credits)	Field project/Internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	(120) Bachelor Degree in Main Faculty
	6	1 (6 Credits)					DSE-2 (4 credits) DSE-3 (4 credits)	Field project/Internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	
Level 18	7	1 (6 Credits)	1 Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/Internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	(160) Bachelor Degree (Honours) in Main Faculty Bachelor Degree (Research) in Main Faculty
	8	1 (6 Credits)	1 (4 Credits)					1 (10 Credits) Research Project	6+4+10 = 20	
Total		48 Credits	32 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits	

14. Choice to Select the MOOC Courses:

- a. The Autonomous College/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the Autonomous College/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the College/UTD.
- c. The Autonomous College/UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the Autonomous College/UTD.
- d. The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The Autonomous College/University will take a decision for allowing the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the Autonomous College/UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.
- f. The requirement of project/dissertation, as notified by the respective Autonomous College/UTD, need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of Autonomous College/ UTD.

15. Requirement of attendance will be as per University Ordinance governing the examinations.

In general attendance of atleast seventy-five percent of theory lectures and practicals separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/ sessional held in each course may be condoned by the Vice Chancellor/Principal of autonomous colleges.

16. Examination & Evaluation:

16.1 Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.16.

16.2 The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded AB Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD/Autonomous College. In case of internal assessment, the college/UTD/University shall distribute and design their assessment so that at least two tests are conducted in a semester.

16.3 UTD/Autonomous colleges may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.

16.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.6.

16.5 The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
AB	0	Absent	Absent

16.6 In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.

16.7 If a student obtains F or AB grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University/UTD. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).**16.8** The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given second chance

to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

Repetition of a theory/practical course is allowed only to those candidates who get F or AB grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

- 16.9** On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- 16.10** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- 16.11** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 16.12** The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- 16.13** Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

Table 3: Structure of Credit Course (Semester System)

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

18. Calculation of SGPA /CGPA:

- 18.1** The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance 14.

- 18.2** CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 14,

- 19.** On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off upto second decimal point.

- 20.** The student will be examined by the university as per the prevailing syllabus and scheme of examination.

21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
22. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
23. Grade sheets will be developed as given in Ordinance 14.
24. **Credit Transfer:**
 - 24.1 The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
 - 24.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank Of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 24.3 Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.
25. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
26. The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
27. In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
28. If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER**ANNEXURE-S-3****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

1
SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20			138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

Vice Chancellor

LNCT UNIVERSITY, BHOPAL

Ordinance 121-A

Ordinance for three/four year Undergraduate (CBCS Semester Mode)

As per the “Guidelines for Multiple Entry and Exit in Academic Programme” issued by UGC, New Delhi under National Education Policy 2020

1. The provisions of this Ordinance shall be applicable on Ordinance No. 52 Bachelor of Business Administration (BBA), Ordinance No. 55, Bachelor of Commerce B.Com., Ordinance No. 57, Bachelor of Hotel Management & Catering Technology (BHMCT), Ordinance No. 58 Bachelor of Hotel Management (BHM), Ordinance No. 64 Bachelor of Computer Application (BCA), Ordinance No. 67 Bachelor of Science (B.Sc.), Ordinance No. 69 Bachelor of Arts B.A., Ordinance No. 82 Bachelor of Journalism and Mass Communication (BJMC), Ordinance No. 84 Bachelor of Vocational Courses, Ordinance No. 85 Bachelor of Library Science, Ordinance No. 96 - Bachelor of Arts B.A (Hons.), Ordinance No. 97 Bachelor of Commerce B.Com., (Hons), Ordinance No. 98 Bachelor of Science B.Sc. (Hons.), Ordinance No. 99 Bachelor of Business Administration – BBA (Hons), Ordinance No. 103 Bachelor of Planning, Ordinance No. 107 Bachelor of Designing, Ordinance No. 112 Bachelor of Physical Education & Sports (BPES) from the academic session 2022-23.
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Arts (B.A), Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com), Bachelor of Computer Application (B.C.A), Bachelor of Business Administration (B.B.A) and other similar Undergraduate Programmes offered by LNCT University, Bhopal.
3. Admission rules and guidelines for admission to these programmes have been framed by the University for Admission in its institutions. Ordinance No. 01 “ **Admission, Enrollment and Migration** ” of first Ordinances of LNCT University, Bhopal can be referred to.
4. The student who has passed the Grade 12 Examination from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government determined in advance by the University/Constituent Institutions following the guidelines issued by the State Government/ Central Government/UGC and other statutory bodies concerned will be eligible for admission to these Undergraduate Programmes.
5. The admission shall be made on the merit calculated on the basis of criteria notified by the University/ Central Government/State Government, keeping in view the guidelines in this regard issued by the UGC and other statutory bodies concerned.
6. Student enrollment in a programme shall be restricted to the seats allotted by the University.
7. The intake capacity shall be determined in advance by the University under the provisions of this Ordinance applicable from the academic session 2022-23.
8. Depending upon the academic and physical facilities available, the University may earmark seats

to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the students has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.

9. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents Certificate, level 6 represents Diploma, level 7 represents Bachelor Degree and 8 represents Bachelor Degree (Honours/Research) qualification (Table 1). The four-year undergraduate programme shall comprise course under the following subjects/categories.
 - i. Disciplinary/Interdisciplinary Major (Core Course + DSE) (64 credits)
 - ii. Disciplinary/Interdisciplinary Major (32 Credits)
 - iii. Generic Elective (16 credits)
 - iv. Skill Enhancement Course/Vocational Course (12 Credits)
 - v. Ability Enhancement Courses (08 Credits)
 - vi. Field projects/internship/apprenticeship/community engagement and service /research project (28 credits)

For BBA/BCA/B.Sc./and similar programmes, a group/subject shall be chosen as Major/Minor/Generic/Elective.

Qualification and credit requirements are given in Table 1. The *entry and exit options* for students, who enter the undergraduate programme, are as follows:

1st Year (First & Second Semester – Level 5)

Entry 1: The entry requirement for first semester in level 5 is successful completion of Class 12 from M P Board of Secondary Education, Bhopal, or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student passes all the courses of Level 5 and earns the requisite number of credits, the student will become entitled to an *Undergraduate certificate in the programme of her/his Major Subject*. If he/she wants to exit, he/she can exit the programme with *Undergraduate certificate* in hand.

2nd Year (Third & Fourth Semester – Level 6)

Entry 2: The entry requirement for fourth semester in Level 6 is the successful completion of Level 5. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5 & 6 and earns the requisite number of credits, the student becomes entitled to an *Undergraduate Diploma in the programme of her/his Major Subject*. If he/she wants to exit, he/she can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year (Fifth & Sixth Semester –Level 7)

Entry 3: The entry requirement for semester six in Level 7 is successful completion of Level 5 & 6. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If a student passes all the courses of Level 5 to 7 i.e., first to six semesters and earns the requisite number of credits, the student becomes entitled to the *Undergraduate Degree in the programme of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year (Seventh & Eight Semester- Level 8)

Entry 4: An Individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant three- year bachelor's degree (Level 7). After completing the requirements of a three year Bachelor's degree, the student who meets a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled to an *Undergraduate Degree (Honours./Research) in the programme of her/his Major Subject*. A Bachelor's degree (Honours /Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table –1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate (in the field of learning/ discipline) for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: one year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma (in the field of learning / discipline) for those who exit after two years (four semesters) of the undergraduate programme. (programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor Degree (Programme duration: Three years or six semesters)	120
Level 8	Bachelor Degree (Honours/Research) (Programme duration: Four years or eight semesters).	160

The salient features of the credit-based semester scheme Each course carries a defined number of credits. The credits are based on the course structure, including the teaching mode and the number of contact hours for lecture, tutorial, and practical classes. Credits are considered to be based on the number of contact hours, course content, teaching methodology and allotted maximum marks

The credits will be awarded by the University. The credits can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of **one credit**.
 - Credits for internship shall be **one credit per week** of training, subject to a **maximum of six credits in a semester**.
10. The minimum duration of the Undergraduate Degree Programme shall be of three academic years/six semesters, whereas that of Undergraduate Degree leading to Honors'/Research shall be of four academic years/ eight semesters.

A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.

The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honors/Research) programme for regular students shall be 6 and 8 years, respectively.

A student will be allowed to enter/re-enter only at the odd semester and can only exit after even semester. Re- entry at various levels as lateral entrants in academic programmes should be based on the earned credits and proficiency test record.

The validity of credits earned will be to a maximum period of seven years (as per UGC guidelines for multiple entry and exit in academic programmes or as specified by UGC in later stage)

11. TYPES OF COURSES:

Each of the subject/categories (i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

11.1 Core Course: Such course which shall compulsorily be studied by the student as a core requirement of the programme.

11.2 Elective Course: A course which the student can choose from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

11.2.1 Discipline Specific Elective (DSE) Course: Elective courses offered from the main discipline /subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/ subject of study).

11.2.2 Dissertations/ Project: An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course independently with advisory support by a teacher/faculty

member is called dissertation/ project. A project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

11.2.3 Generic Elective (GE) Course: An elective course chosen generally from an unrelated discipline/ subject to seek exposure of other fields is called a Generic Elective course.

11.3 Ability Enhancement Courses (AEC): The ability enhancement courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
 - Skill Enhancement Courses (SEC) or Vocational Courses
- “AECC” courses are the courses based upon the content that leads to Knowledge enhancement such as,
- Environmental Education
 - English/Hindi Communication is mandatory for all disciplines
- SEC courses are value-based/skill-based and may also be designed to enhance skills of the Major subject. They are earned to provide hands on training competences, skills, etc.

11.4 The syllabus for a specific programme will be decided by the concerned Board of Studies of the University based on the curriculum issued by the UGC under Learning Outcome Based Curriculum Framework (LOCF) with maximum deviation of 20%.

12 STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

12.1 First Semester:

A student shall be declared to have successfully completed the first semester if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Courses of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Courses (AEC).

12.2 Second Semester: (Level 5):

A student shall be declared to have successfully completed the second semester if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Course (AEC).

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subject from science/arts/commerce faculty, a student passing Grade 12 with commerce faculty can take major and minor subject from commerce/arts faculty, whereas a student passing Grade 12 with arts faculty can choose major and minor subjects from arts faculty only Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subjects can be chosen from any faculty However, allotment of choices will be subjected to the provisions of admission guidelines.

12.3 Third Semester:

A student shall be declared to have successfully completed the third semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Skill Enhancement Course (SEC)/Vocational Course.

12.4 Fourth Semester (Level 6):

A student shall be declared to have successfully completed the fourth semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 Credits in Skill Enhancement Course (SEC) Vocational Course.

The student shall be given a single chance at the entry of level 6 to interchange the major and minor subjects. However, in such cases; it will be the students responsibility to earn additional credits to fulfill the minimum requirements of credits prescribed for the major course. Only after fulfillment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

12.5 Fifth Semester:

A student shall be declared to have successfully completed the fifth semester, if he/she acquires 6 credits in Core Courses of the major subject, 4 credits in Skill Enhancement Course (SEC)/Vocational Course, 4 Credits in discipline specific elective (DSE) of the major subject and 6 credit in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and /or minor subjects.

12.6 Sixth Semester (Level 7):

A student shall be declared to have successfully completed the sixth semester, if he/she acquires 6 credits in Core Courses of the major subject, 8 credits in discipline specific elective (DSE) of the major subject and 6 credit in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and /or minor subjects.

12.7 Seventh Semester:**Bachelor with Honors/Research**

A student shall be declared to have successfully completed the seventh semester with honors, if he/she acquires 6 credits in Core Courses of the Major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subjects, and 6 credits in field project/internship/apprenticeship related to the major subjects.

A student shall be declared to have successfully completed the seventh semester with research, if he/she acquires 6 credits in Core Courses of the Major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subjects, and 6 credits in research project.

12.8 Eighth Semester (Level 8) :

Bachelor with Honors/Research

A student shall be declared to have successfully completed the eighth semester with honors, if he/she acquires 6 credits in Core Courses of the Major subject, 4 credits in dissertation, and 10 credits in field project/ internship/apprenticeship related to the major subjects.

A student shall be declared to have successfully completed the eighth semester with research, if he/she acquires 6 credits in Core Courses of the Major subject 4 credits in minor and 10 credits in research project

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

12.9 Additional Courses:

In the categories of minor subject generic elective and skill enhancements courses/vocational courses, a student may earn up to 6 credits per year in the entire tenure of the 3-year undergraduate degree programmes after paying due fees for registration and examination

12.10 A student may change the generic elective subject in each year of the 3-year undergraduate degree programme.

12.11 Table-2: Proposed Structure for Undergraduate Programme : UGC CBCS System for University

		Main Faculty (as per prerequisite)				Any Faculty		Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	Field projects/internship/apprenticeship/ community engagement and service	Credits	Qualification title (Credit requirement)
Level	Semester	Subject I		Subject II	Subject III	Vocational Course			# Inter / Intra Faculty			
		Core	Major	Minor								
Level 5	1	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)		1 (4 Credits)	1 (4 Credits)			6+6+4+4=20	(40) Undergraduate Certificate in Main Faculty
	2	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)		1 (4 Credits)	1 (4 Credits)			6+6+4+4=20	
Level 6	3	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4=20	(80) Undergraduate Diploma in Main Faculty
	4	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4=20	
Level 7	5	1 (6 Credits)	1 (4 Credits)				1 (4 Credits)	1 (4 Credits)		1 Field project/internship/ apprenticeship (6 Credits)	6+4+4+6=20	(120) Bachelor Degree in Main Faculty
	6	1 (6 Credits)	2 (4 Credits) + (4 Credits)							1 Field project/internship/ apprenticeship (6 Credits)	6+4+4+6=20	
Level 8	7	1 (6 Credits)	1 (4 Credits)	1 Research Methodology (4 Credits)					1 Field project / internship apprenticeship or Research Project (6 Credits)	1 Field project / internship apprenticeship or Research Project (6 Credits)	6+4+4+6=20	(160) Bachelor Degree (Honours) in Main faculty Bachelor Degree (Research) in Main faculty
	8	1 (6 Credits)		1 (4 Credits)					1 Field project / internship Apprenticeship or Research Project (10 Credits)	1 Field project / internship Apprenticeship or Research Project (10 Credits)	6+4+10+20=0	
Total		48 Credits	16 Credits	32 Credits	16 Credits	12 Credits	8 Credits	28 Credits	160 Credits			

13. Choice to select the MOOC Course:

- a. The university can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other online education learning platform approved by UGC/Regulatory Body from time to time.
- b. The student will have the choice to opt elective-generic/ Skill Enhancement /Ability Enhancement course from the courses available within the institution or in other institutions of the university but from same level of the programmes. An alternate choice will also be available to the student to opt for courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active Learning for Young Aspiring Minds) platform with the permission of University.
- c. The institutions shall offer elective- generic courses in each programme on merit basis across the disciplines. The number of seats in the courses will depend on available facilities in the institution.

14. Requirement of attendance will be as per University Ordinance governing the examinations. In general, attendance of at least seventy five percent will be required in each course to sit in the end semester examination.

For special reasons such as prolonged illness deficiency in the percentage of attendance not exceeding five percent in each course may be condoned by the Vice Chancellor.

15. Examination & Evaluation:

15.1 Examination will be conducted as per Ordinances 5 & 6 of LNCT University, Madhya Pradesh as per the Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. Generally, each course will correspond to an examination paper comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE (Discipline specific elective Course) will be of 3 hours while vocational (SEC) and AEC (Ability Enhancement Course) will be of 2 hours duration. The credit structure for theory/Practical/tutorial, internal, external examinations and total marks for an examination are shown in table 3 in clause 15.15.

15.2 The question paper of the external examination should preferably contain long answer, short answer, and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20

marks. Each of these, two must be written tests and the third may be written test Quiz/Semester/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination, failing which, the student will be awarded Ab grade in that course.

- 15.3 University institutions may design their mode of internal assessment with due approval from the respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions 2019" published by the UGC.

- 15.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 15.5

- 15.5 The grading will be made on 10 point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks(%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very Good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

- 15.6 In cases statutory bodies of the programme issue the guidelines regarding the minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded otherwise, the grades will be awarded as per above- mentioned table.

- 15.7 If a student obtains F or Ab grade in any course(s), he/she will be treated as having failed in the course(s). He/She has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

- 15.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be

asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester, then the student will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed to keep terms) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated but he/she will be given second chance to pass the failed courses. Suppose the student does not successfully complete the concerned semester even after the aforesaid second chance in that case, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

- 15.9** Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- 15.10** On account of valid reasons, a student may withdraw from a semester. In such case, that semester will be treated as zero semester.
- 15.11** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The University may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships.
- 15.12** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 15.13** The theoretical and practical courses can be repeated whenever offered or conducted by the University but within the maximum duration of the programme. He/she can avail multiple repeat attempts to pass courses.
- 15.14** Applicable to institutions in the same universities, the institution, where students from other Institutions are registered for choice based elective course(s), will send the grade to the concerned institution where the student enrolled. The result will be declared by the institution where the student has taken admission.

[illegible]

16. Evaluation and Certification of MOOCs and Vocational Courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs Vocational courses, Field-Projects Internship/Apprenticeship/Community engagement and service/Research Project.

17. Calculation of SGPA/CGPA:

17.1 Semester Grade Point Average (SGPA) is a measure of performance of the student in a semester. It is the ratio of total credit points secured by a student in various courses registered in that semester and the total course credits taken during that semester, i.e.

$$SGPA (S_i) = \frac{(C_1G_1 + C_2G_2 + C_3G_3 + \dots)}{C_1 + C_2 + C_3 \dots}$$

Where S_i is the i^{th} year, C_i is the number of credits of the i^{th} course in the semester (S_i) and G_i is the grade point scored by the student in the i^{th} course.

17.2 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credits points secured by the student, except the credits of additional courses if any. The SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet

Calculation of SGPA

Course	Credits(C)	Grade	Grade Point (GP)	Credit Points (C*GP)	SGPA (Total Credit Point/Total Credit)
Course 1	6	A	8	48	146/20 = 7.30
Course 2	6	C	5	30	
Course 3	4	B+	7	28	
Course 4	4	O	10	40	
Total	20			146	

17.3 CGPA is a measure of the overall cumulative performance of a student over all semester completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the credits of all courses in all the semesters completed. The CGPA will be calculated as per follows

$$CGPA = \frac{\sum [C_i \times SGPA(S_i)]}{\sum C_i}$$

Where SGPA (S_i) is the SGPA of the i^{th} year and C_i is the total number of credits in the i^{th} semester

Calculation of CGPA:

Semester	Credits	SGPA	Credits× AGPA	CGPA
1	20	7.50	150.00	CGPA = $\frac{\text{Total}(\text{Credits} \times \text{SGPA})}{\text{Total Credits}}$ CGPA = $1229.60/160 = 7.685 \approx 7.69$ (round off to second decimal point)
2	20	7.58	151.60	
3	20	7.32	146.40	
4	20	8.34	166.80	
5	20	7.58	151.60	
6	20	7.32	146.40	
7	20	8.34	166.80	
8	20	7.50	150.00	
Total	160		1229.60	

18. On completing all requirements for the award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate /diploma/degree. The 3-years (6 semester) and 4-years (8 semester) undergraduate degrees should also indicate the Division obtained as per follows.

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters.

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off up to the second decimal point

19. The student will be examined by the University as per the prevailing syllabus and scheme of examination.
20. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum required credits for the certificate/degree/diploma

21. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grades secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
22. Grade sheets will be developed by the University based on model Annexures S1 to S4.
23. **Credit Transfer:**
 - 23.1 The credit transfer shall be implemented as per the policy of the University framed in accordance with the guidelines issued by the UGC from time to time.
 - 23.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 23.3 Except for the cases of provisional promotions, the universities shall facilitate credit transfer of students between them. However, the student may be required to fulfill some eligibility criteria, drawing parity for a course, framed by the University in which the student seeks admission.
24. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Board of Management whose decision thereon shall be applicable.
25. The guidelines, related to this programme, issued by the statutory bodies e.g, UGC/AICTE/PCI/BCI/RCI issued from time to time will be adopted for implementation.
26. In matters not covered under this Ordinance, general rules of the University shall be applicable.
27. If UGC notifies any change in future in its Regulations in this regard, the same will be incorporated in the existing Ordinance with the approval by the Academic Council and Board of Management of the University.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20			146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER**ANNEXURE-S-3****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20			146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER**ANNEXURE-S-4****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20	-		138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

Vice Chancellor

SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA INDORE**Ordinance No. 81A****Ordinance for three/four year's Undergraduate degree (CBCSSemesterMode)**

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions "issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of this ordinance shall be applicable on pre-established UG (Semester, Ordinance No. 13, Bachelor of Business Administration (B.B.A.), Ordinance No. 22, Bachelor of Computer Application (B.C.A.), Ordinance No. 40, Bachelor of Science (B.Sc.), Ordinance No. 45, Bachelor of Commerce (B.Com), Ordinance No. 47, Bachelor of Arts (B.A.), from the academic session 2022-23.
2. The provisions of this shall apply to the three year/six semester Bachelor's degree or four year/eight semester Bachelor's degree (Honours/ Research) undergraduate programmes such as Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com), Bachelor of Computer Application (B.C.A.), Bachelor of Business Administration (B.B.A.), Bachelor of Home Science, (B.H.Sc.) and other similar undergraduate programmes notified by the University.
3. The ordinance shall apply to all such programmes being run by the University in its Constituent Institutes/Schools for their regular students.
4. Admission rules and guidelines for admission to these programmes will be framed by the University in its Constituent Institutes/Schools and by the State Government for admission in colleges Admission to the 4th year (Level 8) shall be available only in the institutions offering a 4 year Undergraduate Programme Autonomous colleges with NAAC grade "A" or above can frame their admission guidelines completely based on merit subject to the Government's reservation policy.
5. Students who have completed grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal, or an equivalent examination from any other board recognized by the State Government/ University will be eligible for admission to these undergraduate programmes.

6. The admission shall be made on merit calculated on the basis of criteria notified by the University / State Govt. keeping in view the guidelines / norms in this regards issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the Government from time to time.
7. Student enrolment in a programme/ course shall be restricted to the seats allotted by the University.
8. The in-take capacity shall be determined in advance by the University/ autonomous college following the guidelines / norms issued by the State Government/ UGC, MPPURC and other statutory bodies concerned the same could be suitable incorporated in the admission guidelines for the information of all concerned and uploaded website or admission portal of Department of Higher Education.
9. Depending upon the academic and physical facilities available, the university / colleges may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/ third year/ fourth year* of a first degree programme, if the student has successfully completed the first year/ second year/ third year of the same programme in any institutions and wants to re-enter into the programme after a break in studies.
10. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/ Research) qualifications (table 1) The four-year undergraduate programme shall comprise courses under the following subjects/ categories.

- i. Disciplinary / interdisciplinary Major (Core Course – DSE) (64 Credits)
- ii. Disciplinary / interdisciplinary Minor (32 Credits)
- iii. Generic Elective (16 Credits)
- iv. Skill Enhancement Courses/ Vocational Courses (12 Credits)
- v. Ability Enhancement Courses (08 Credits)
- vi. Field Project / internship/ apprenticeship/ community engagement and service/ research projects (28 Credits)

N.B..for B B A/B C A/ BH Sc and like programmes, a group / subject shall be chosen as Major/ Minor/ Generic Elective

Qualification and Credit Requirement are given in Table 1. The entry and exit options for students, who enter the undergraduate programmer, are as follows.

1st year (First & Second Semester Level 5)

Entry 1: The entry requirement for first semester in *Level 5 is successful completion if class 12* from M P Board of Secondary Education, Bhopal, or an equivalent examination from any other board recognized by the State Government/ University. A programmer of study leading to entry into the first year of the bachelor's degree is open to those who have met the admission requirements.

Exit 1: if a student passes all the courses of Level 5 and earns the requisite number of credits, the student will become entitled to an *Undergraduate certificate in the faculty of her/his major subject*. If she/he wants to exit can exit the programme with *Undergraduate certificate* in hand.

2nd year (Third & Fourth Semester Level 6)

Entry 1: The entry requirement for fourth semester in *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements

Exit 2: if a student passes all the courses of Level 5 & 6 and earns the requisite number of credits, the student will become entitled to an *Undergraduate certificate in the faculty of her/his major subject*. If she/he wants to exit can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd year (Fifth & Sixth Semester Level 7)

Entry 3: The entry requirement for semester Six in *Level 7 is successful completion of Level 5 & 6*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements

Exit 3: if the student passes all the courses of Level 5 & 7 i.e. first to six and earns the requisite number of credits, the student will become entitled to an *Undergraduate certificate in the faculty of her/his major subject*. A Bachelor Degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th year (Seventh & Eight Semester Level 8)**Table-1: Qualification Type and Credit Requirements**

Level	Qualification Title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters)	160

Entry 4: An individual seeking admission to a *Bachelor's Degree(Honours/ Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)* after completing all requirements of three year Bachelor's degree candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the *Bachelor's Degree(Honours/ Research)*.

Exit 3: if the student passes all the courses of Level 5 to 8 and earns the requisite number of credits, the student will become entitled to an *Undergraduate certificate (Honours/ Research) in the faculty of her/his major subject*. A Bachelor Degree (*Honours/ Research*) requires a total 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8. The credits will be awarded by the University. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of one credit
- Credits for internship shall be *one credit per week* of training subject to a *maximum of six credits in a semester*.

11. The minimum duration of the undergraduate *degree programme* shall be of three academic years/six semester, whereas that of *undergraduate degree leading to Honours/ Research* shall be of four academic years / eight semesters.

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/ transferred when she/he enters the program again.

The maximum duration for completing the Undertake Degree and Undergraduate Degree (Honours/ Research) programme for regular students shall be 6 and 8 years respectively; three shall be no such ba for non-collegiate (private) students.

12. TYPE OF COURSES

Each of the subject/categories (i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Type of courses shall be as follows:

12.1. Core Course: Such courses which shall compulsory be studied by the student as a core requirement of the programme.

12.2. Elective Course

Generally, a course which the student can choose from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/ subject of study or which provide an extended scope or which enables an exposure of some other discipline/ subject / domain to nurture the candidate's proficiency or skills is called an Elective Course.

12.2.1. Discipline Specific Elective (DSE) Course

Elective course offered from the main discipline / subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline / subject of study)

12.2.2. Dissertation / Project

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course independently with advisory support by a teacher/ faculty member is called dissertation / project. It is considered a special course involving the application of knowledge in solving/ analyzing/ exploring a real life situation/ difficult problem for a bachelor degree with Honours/ Research. A project / Dissertation work would be

credits, as decided by the competent body. The student will do this work under the guidance of faculty member.

12.2.3. Generic Elective (GE) Course

An elective course generally from an unrelated discipline/ subject to seek exposure of other fields is called a Generic Elective Course.

12.3. Ability Enhancement Course (AEC)

The ability Enhancement Courses (AEC) are of two types

- **Ability Enhancement Compulsory Courses (AECC)**
- **Skill Enhancement Courses (SEC) or Vocational Courses**

“AECC” courses are the courses based upon the content that leads to knowledge enhancement, such as,

- **Environmental Education**
- **English/ Hindi communication is mandatory for all disciplines**

SEC courses are value based / skill based and may also be designed to enhance skills of the major Subject. They are aimed to provide hands on training competences skills etc.

- 12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University / Autonomous College based on the curriculum issued by the UGC under LOCF with maximum deviation of 20%.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME SEMESTER SYSTEM

13.1. First Semester

A student shall be declared to have successfully completed the first semester if he/she acquires 6 credits in Core Course of the major subject. 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 Credits in Ability Enhancement Course (AEC)

13.2. Second Semester (Level 5)

A student shall be declared to have successfully completed the second semester if he/she acquires 6 credits in Core Course of the major subject. 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 Credits in Ability Enhancement Course (AEC).

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfills the pre-requisites prescribed by the concern Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/art/commerce faculty can take major and minor subjects from commerce/arts faculty, a student passing Grade 12 with commerce faculty can take major and minor subjects from arts faculty, major and minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subjects can be chosen from any faculty However, allotment of choices will be subject to the provision of admission guidelines.

13.3. Third Semester

A student shall be declared to have successfully completed the third semester. if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 Credits in Skill Enhancement Course (SEC)/ Vocational Course.

13.4. Fourth Semester (Level 6)

A student shall be declared to have successfully completed the fourth semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Skill Enhancement Course (SEC)/ Vocational Course.

The Student Shall be given a single chance at the entry of level 6 to interchange the major and minor subjects However, in such case, it will be the students responsibility to earn additional credits to fulfill the minimum requirement of credits prescribed for the major course only after fulfillment of such credit he/she will be entitled to earn an Undergraduate Diploma or Undergraduate Degree.

13.5. Fifth Semester

A student shall be declared to have successfully completed the fifth semester, if he/she acquires 6 credits in Core Courses of the major subject, 4 credits in Skill Enhancement Course (SEC)/ Vocational Course. 4 credits in discipline specific elective (DSE) of the major subject and 6 credits in Field Projects/ Internship/apprenticeship/ community engagement and service, preferable related to major and/or minor subjects.

13.6. Six Semester (Level 7)

A student shall be declared to have successfully completed the sixth semester, if he/she acquires 6 credits in Core Courses of the major subject, 8 credits in discipline specific elective (DSE) of the major subject and 6 credits in Field Projects/ Internship/apprenticeship/ community engagement and service, preferable related to major and/or minor subjects.

13.7. Seventh Semester

Bachelor with Honours/ Research

A student shall be declared to have successfully completed the seventh semester, if he/she acquires 6 credits in Core Courses of the major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subject and 6 credits in Field Projects/ Internship/apprenticeship/ community engagement and service, preferable related to major and/or minor subjects.

A student shall be declared to have successfully completed the seventh semester with research, if he/she acquires 6 credits in Core Courses of the major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subject and 6 credits in Research Projects.

13.8. Eight Semester

Bachelor with Honours/ Research

A student shall be declared to have successfully completed the eight semesters with honours, if he/she acquires 6 credits in core courses of the major subject, 4 credits in dissertation and 10 credits in field Projects/ Internship/apprenticeship related to major subjects.

A student shall be declared to have successfully completed the eight semesters with research, if he/she acquires 6 credits in Core Courses of the major subject, 4 credits in minor, and 10 credits in Research Projects.

The nomenclature of degree shall strictly confirm to the relevant provision the act/ regulations/ guidelines of the UGC.

13.9. Additional Courses: In the categories of minor subject, generic elective and skill enhancement courses/ vocational courses, a student may earn up to 6 credits per year in the entire tenure of the 3 year undergraduate programme after paying due fees for registration and examination.

13.10. A student may change the generic elective subject in each year of the 3 year undergraduate degree program

13.11 Table -2: Proposed Structure for Undergraduate Programme : UGC CBCS System for University/ Autonomous Colleges

		Main Faculty (as per prerequisite)			Any Faculty	Skill Enhance ment Course (SEC)	Ability Enhance ment Course (AEC)	Field Projects/ Internship/app renticeship/ community engagement and service	Credits	Qualificati on title (Credit requireme nt)
L e v e l	Sem este r	Subject 1		Subject II	Subject III					
		Core	DSE	Minor	Generlc Elective Course	Vocationa l Course		# Inter/Intra Faculty		
LEVEL 1	1	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)		1 (4 Credits)		6+6+4+4= 20	(40) Undergra duate Certificate In Main Faculty
	2	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)		1 (4 Credits)		6+6+4+4= 20	
LEVEL 2	3	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4= 20	(80) Undergra duate Diploma in Main Faculty
	4	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4= 20	
LEVEL 3	5	1 (6 Credits)	1 (4 Credits)			1 (4 Credits)		1 Field Projects/ Internship/ apprenticeship (6 Credits)	6+6+4+4= 20	(120) Bachelor Degree in Main Faculty
	6	1 (6 Credits)	2 (4 Credits) + (4 Credits)					1 Field Projects/ Internship/ apprenticeship (6 Credits)	6+6+4+4= 20	
LEVEL 4	7	1 (6 Credits)	1 (4 Credits)	1 Research Methodol ogy (4 Credits)				1 Field Projects/ Internship/ apprenticeship or Research Project (6 Credits)	6+6+4+4= 20	(160) Bachelor Degree (Honours) In Main Faculty Bachelor

	8	1 (6 Credits)	1 (4 Credits)				1 Field Projects/ Internship/ apprenticeship or Research Project (10 Credits)	6+6+4+4= 20	Degree (Research) In main faculty
Total		48 Credits	16 Credits	32 Credits	16 Credits	12 Credits	08 Credits	28 Credits	160 Credits

14. Choice to Select MOOC Courses:

- a. The Constituent Institutes/schools can allow up to 40% of the total credit being offered in a particular programme in a semester through the online leaving courses provided under SWAYAM platform or any other MOOC platform recognized by the central Government or the state government for credit transfer.
- b. The students will have the choice to opt elective generic / Skill Enhancement Ability Enhancement courses from the courses available within the Constituent Institutes/Schools of the same universities but from same level of the programme. An alternate choice will also be available to the students to opt for courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study webs of Active Learning for Young Aspiring Minds) platform with the permission of the Constituent Institutes/Schools
- c. The Constituent Institutes/Schools shall offer elective generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the Constituent Institutes/Schools.
- d. The students can also opt for a course under DSE of Major Subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. If University / Autonomous College will decide to allow the online courses of SWAYAM if
 - i. The courses offered on SWAYAM would supplement the teaching learning process in the institution.
 - ii. Every student opting for a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering courses, if required.
 - iii. While allowing the online learning courses offered by SWAYAM, it shall be

ensured that the physical facilities like laboratories, computer facilities and library etc essential for pursuing the courses shall be made available free in adequate measure by the Constituent Institutes/Schools. The parent institution must designate a course coordinator / facilitator to guide the students throughout the course and facilitate / conduct the lab/ practical sessions/ examination.

- f. The requirement of project/dissertation, as notified by the respective Constituent Institutes/Schools need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National State Laboratories / Institute/ Companies/ Industries with the approval of Constituent Institutes/Schools.

15. Requirement of attendance will be as per University Ordinance governing the examination In general, attendance of at least seventy five percent of theory lectures and practical's separately will be required in each course to sit in the semester end examination.

For Special reason such as prolonged illness deficiency in the percentage of attendance not exceeding fifteen percent of the total number of lectures delivered practical/ sessional held in each course may be condoned by the Vice Chancellor/ Principal of autonomous College.

16. Examination & Evaluation:

- 16.1. Generally each course will correspond to an examination paper comprising of external and internal evaluations. The semester and Theory examinations for Major, Minor, Generic and DSE will be 3 hours while vocations (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration. The credit structure for theory / practical/ tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16 15.

- 16.2. The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evolution of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each of these two must be written tests and the third may be written test Quiz/ Seminar/ Assignment for theoretical courses. Marks obtained in best two tests out of these will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination failing which, the student will be

awarded Ab grade in the course. IN case of Laboratory/ Field/ Project work based courses appropriate distribution of marks for Practical Record/ Project Report, Practical Semester end exam , Viva, if any will be decided by the Constituent Institutes/Schools. In case of internal assessment, the Constituent Institutes/Schools of University shall distribute and design their assessment so that at least two tests are conducted in a semester:

- 16.3. Constituent Institutes/Schools may design their mode of internal assessment with due approval from the respective academic council in view of the “Evaluation Reform in Higher Educational Institutions 2019” published by the UGC.
- 16.4. Total marks obtained in Semester End Examination and continuous evolution will be considered for awarding the grade in the courses as explained in 16.5.
- 16.5. The grading will be made on 10 points scale as described below:

Letter Grade	Grade Points	Description	Range of Marks
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A+	8	Very Good	70-79
B+	7	Good	60-69
B+	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

- 16.6. In case statutory bodies of the programme issue the guidelines regarding the minimum passing percentage of marks, then grading will be done in the following manner

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded otherwise, the grades will be awarded as per above mentioned table

- 16.7. If a Student obtains F or Ab grade in ay course(s), he/she will be treated to have supplementary/failed in the course (s). He/she has to reappear in the examination of

that course (s) as and when conducted by the University. Marks obtained earlier continuous assessment may be carried forward and added to the marks obtained in repeat year end examination to decide the grade in the repeat course(s).

- 16.8. The Student will be promoted to the next semester if he/she secures at least half of the total credits (viz 20 credits out of 40 credits in annual system) in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he /she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all course offered in any semester, then the student will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (allowed to keep terms) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination the provisional promotion will be terminated but he/she will be given second chance to pass failed courses. Suppose the student does not successfully complete the concerned semester even after the aforesaid second chance. In that case, she/he shall be treated as fails in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semesters.

If the 4th year of undergraduate programme is not offered in the present Constituent Institutes/Schools, admission in another Constituent Institutes/Schools within the same University shall be allowed in cases of provisional promotions to the 4th year of the undergraduate programme.

- 16.9. Repetition of a theory/ practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- 16.10. On account of valid reasons, a student may withdraw from a semester. In such a case that semester will be treated as zero semester.
- 16.11. In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The University may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarship. If the student withdraws within one month from starting the academic semester, the semester fee will not be charged

again.

16.12. The provision of review of answer book in semester system will be available as per the existing rules of University.

16.13. The theoretical and practical course can be repeated whenever offered or conducted by the University but within the maximum duration of the programme. He/ she can avail multiple repeat attempts to pass the course.

16.14. Applicable to Constituent Institutes/Schools in the same universities. The Constituent Institutes/Schools, where students from other Constituent Institutes/Schools are registered for choice based elective courses(s), will send the Grade to the concerned Constituent Institutes/Schools where the student is enrolled. The result will be declared by the Constituent Institutes/Schools where the student has taken admission.

16.15. Table 3 ; Structure of Credit Course (Semester System)

	Course (Credit)	Course Type	Credits Allocated			Distribution of Theory Marks		Distribution of Practical Marks		Tutorial Marks
			Theor y	Practical	Tutor ial	Internal (Throug h CCE)	External (End Semester Exam)	Internal	Externa l (End Semest er Exam)	
1	Core (6)	Type-1	6	NA	NA	40	60	NA	NA	NA
2	Core (6)	Type-2	4	2	NA	40	60	40	60	NA
3	Core (6)	Type-3	2	4	NA	40	60	50 (Through CCE)	50	NA
4	Core (6)	Type-4	5	NA	1	40	60	NA	NA	100
5	GE/DSE/SEC (4)	Type-1	4	0	NA	40	60	NA	NA	NA
6	GE/DSE/SEC (4)	Type-2	3	1 (P,T,W,et c)	NA	40	60	NA	100	NA
7	DSE/SEC (4)	Type-3	1	3 (P,T,W,et c)	NA	40	60	50 (Through CCE)	50	NA
8	DSE/SEC (4)	Type-4	3	NA	1	40	60	NA	NA	100

9	AECC (4)	Type-1	4	NA	NA	40	60	NA	NA	NA
10	Field-Projects/ Internship/ Apprenticeship/ Community engagement & Services (6/10)	NA	(i) Field - Projects / Internship Apprenticeship/ Community engagement & Service 4/6 Credits (75 Marks) (ii) Evaluation of Report 2/4 Credit (25 Marks)							
11	Research Methodology	Type-4	3	NA	1	40	60	NA	Na	100
12	Dissertation/ Research Project (4/6/10)	NA	Evaluation of Thesis 2/4/6 Credits (50 Marks + Pre submission viva-voice 1/1/2 Credit marks + External Viva-voice 1/1/2 Credit (25 Marks)							

P - Practical, T- Training, W-Workshop

17. Evaluation and clarification of MOOCs and Vocational courses:

The Guidelines if the University/ SWAYAM Portal/ UGC Shall be followed for evolution and certification of MOOCs, Vocational courses, Field Projects/ Internship/ Apprenticeship/ Community engagement & service / Research Project.

18. Calculation of SGPA/ CGPA

18.1. Semester Grade Point Average (SGPA) is measure of performance of the student in a semester. It is the ratio of total credit points secured by a student in various courses registered in that semester and the total course credits taken during that semester i.e.

$$SGPA(S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where S_i is the i^{th} year C_i is the number of credits of the i^{th} course in the semester (S_i) and G_i is the grade point scored by the student in the i^{th} Course

18.2. The semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the students except the credits of additional courses if any. The SGPA and CGPA shall be rounded

off up to 2 decimal places and reported in the grade sheet

Calculation of SGPA

Course	Course (C.)	Grade	Grade Point (GP)	Credit Points (C X GP)	SGPA (Total Credits Point/ Total Credit)
Course 1	6	A	8	48	146/20 = 7.30
Course 2	6	C	5	30	
Course 3	4	V	7	28	
Course 4	4	O	10	40	
TOTAL	20		-	146	

18.3. CGPA is a measure of the overall cumulative performance of a student over all the semester completed. The CGPA is the ratio credit points secured by a student in various courses in all the semester completed and the sum of the credits of all courses in all the semester completed. The CGPA will be calculated as per follows

$$CGPA = \frac{\sum [C_i \times SGPA(S_i)]}{\sum C_i}$$

Where SGPA (S_i) is the SGPA of the i^{th} year and C_i is the total number of credits in the i^{th} semester.

Calculation of CGPA:

Semester	Credits	SGPA	Credits X AGAP	CGPA
1	20	7.50	150.00	CGPA = Total (Credits X CGPA) / Total Credits CGPA = 1229.60 / 160
2	20	7.58	151.60	
3	20	7.32	146.40	

4	20	8.34	166 80	= 7.685 = 7.69 (rounded off to second decimal point)
5	20	7.58	151 60	
6	20	7.32	146 40	
7	20	8.34	166 80	
8	20	7.50	150 00	
TOTAL	160		1229 60	

19. On completing alpl requirements for the award of the undergraduate certificate/diploma/ degree, the CGPA will be calculated, and this value will be indicated on the certificate/diploma/ degree. The 3 years (6 Semester) and 4 Year (8 Semester) undergraduate degree should be also indicate the Division obtained as per follows :

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or Above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 Above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or Above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or Above but less than 5.00

The Conversion of CGPA into percentage will be as follows to facilitate its applications in other academic matter

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off up to the second decimal point

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER**ANNEXURE-S-1****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

7

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20			146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER**ANNEXURE-S-4****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20		-	138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

Vice Chancellor

P.K. University Shivpuri

Ordinance No.52 A

(CBCS Semester Mode)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of this Ordinance shall be applicable from the academic session 2022-23.
2. The provisions of this Ordinance shall apply to the six-semester Bachelor's degree or eight-semester Bachelor's degree (Honors/Research) undergraduate programmes such as **BBA**, **(Existing Ordinance No-25)**, **BCA** **(Existing Ordinance No-35)** and others similar Undergraduate programmes notified by the University.
3. The Ordinance shall apply to all such programmes being run by the University in its Teaching Departments (UTDs)/ Constituent Units for their regular students.
4. Admission rules and guidelines for admission to these programmes will be framed by the P.K. University for Admission in its UTDs/ Constituent Units and by the state government for admission in colleges.
5. Students who have completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal, or an equivalent examination from any other board recognized by the State Government/University will ~~be eligible~~ for admission to these undergraduate programmes.
6. The admission shall be made on merit calculated on the basis of criteria notified by the University/ State Govt., keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the Government from time to time.
7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University.
8. The in-take capacity shall be determined in advance by the University following the guidelines/norms issued by the State Government/UGC and other statutory bodies concerned. The same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website.
9. Depending upon the academic and physical facilities available, the university/college may

earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the **second year/third year/fourth year** of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.

10. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) qualification (Table 1). The four-year undergraduate programme shall comprise courses under the following subjects/categories:

1. Disciplinary/interdisciplinary Major (Core Course + DSE) (64 credits)
2. Disciplinary/interdisciplinary Minor (32 credits)
3. Generic Elective (16 credits)
4. Skill Enhancement Courses/Vocational Courses (12 credits)
5. Ability Enhancement Courses (08 credits)
6. Field projects/internship/apprenticeship/community engagement and service/research project (28 credits).

N.B.: For B.B.A. and like programmes, a group/subject shall be chosen as

Major/Minor/Generic Elective. Qualification and Credit Requirements are given in Table 1.

The **entry and exit** options for students, who enter the undergraduate programme, are as follows:

1st Year (First & Second Semester - Level 5)

Entry 1: The entry requirement for first semester in Level 5 is successful completion of Class 12 from M.P. Board of Secondary Education, Bhopal, or an equivalent examination from any other board

recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student passes all the courses of Level 5 and earns the requisite number of credits, the student will become entitled to an **Undergraduate certificate in the faculty of her/his Major Subject**. If she/he wants to exit, can exit the programme with **Undergraduate certificate in hand**.

2nd Year (Third & Fourth Semesters - Level 6)

Entry 2: The entry requirement for fourth semester in Level 6 is the successful completion of Level 5. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5 & 6 and earns the requisite number of credits, the student becomes entitled to an **Undergraduate Diploma in the faculty of her/his Major Subject**. If she/he wants to exit, can exit the programme with **Undergraduate Diploma** in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year (Fifth & Sixth Semester - Level 7)

Entry 3. The entry requirement for semester six in **Level 7** is **successful completion of Level 5 & 6**. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e., first to six semesters and earns the requisite number of credits, the student becomes entitled to the **Undergraduate Degree in the faculty of her/his Major Subject**. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year (Seventh & Eighth Semester - Level 8)

Entry 4. An individual seeking admission to a **Bachelor's degree (Honours/Research) (Level 8)** in a specified field of learning would have completed all requirements of the relevant **three-year bachelor degree (Level 7)**. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled to an **Undergraduate Degree (Honours/Research) in the faculty of her/his Major Subject**. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the University. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for 15 weeks resulting in the award of **one credit**;
- Credits for internship shall be **one credit per week** of training, subject to a maximum of six credits in a semester.

11. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters, whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.

The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Research) programme for regular students shall be 6 and 8 years, respectively.

12. TYPES OF COURSES

Each of the subject/categories (i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

12.1. **Core Course:** Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

12.2. **Elective Course:**

Generally, a course which the student can choose from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

12.2.1 **Discipline Specific Elective (DSE) Course:**

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

12.2.2 **Dissertation/Project:**

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course independently with advisory support by a teacher/faculty member is called dissertation/project.

It is considered as a special course involving the application of knowledge in solving/analysing/exploring a real-life situation /difficult problem for a bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

12.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject to seek exposure of other fields is called a Generic Elective course.

12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication is mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to enhance skills of the Major Subject. They are aimed to provide hands-on training, competencies, skills, etc.

12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University/Constituent Units based on the curriculum issued by the UGC under LOCF with maximum deviation of 20%.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

13.1. First Semester:

A student shall be declared to have successfully completed the first semester, if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Course (AEC).

13.2. Second Semester (Level 5):

A student shall be declared to have successfully completed the second semester, if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Course (AEC).

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing Grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing Grade 12 with arts faculty can choose major and minor subjects from arts faculty only.

Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subjects can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

13.3. Third Semester:

A student shall be declared to have successfully completed the third semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Skill Enhancement Course (SEC)/Vocational Course.

13.4. Fourth Semester (Level 6):

A student shall be declared to have successfully completed the fourth semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Skill Enhancement Course (SEC)/Vocational Course.

The student shall be given a single chance at the entry of level 6 to interchange the major and minor subjects. However, in such cases, it will be the students' responsibility to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course. Only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

13.5. Fifth Semester:

A student shall be declared to have successfully completed the fifth semester, if he/she acquires 6 credits in Core Courses of the major subject, 4 credits in Skill Enhancement Course (SEC)/Vocational Course, 4 credits in discipline specific elective (DSE) of the major subject and 6 credits in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and/or minor subjects.

13.6. Sixth Semester (Level 7):

A student shall be declared to have successfully completed the sixth semester, if he/she acquires 6 credits in Core Courses of the major subject, 8 credits in discipline specific elective (DSE) of the major subject and 6 credits in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and/or minor subjects.

13.7. Seventh Semester:

Bachelor with Honours/Research:

A student shall be declared to have successfully completed the seventh semester with honours, if he/she acquires 6 credits in core courses of the Major subject, 4 credits in Research

Methodology, 4 credits in discipline specific elective (DSE) of the major subject, and 6 credits in field project/internship/apprenticeship related to the major subject.

A student shall be declared to have successfully completed the seventh semester with research, if he/she acquires 6 credits in core courses of the Major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subject, and 6 credits in research project.

13.8. Eighth Semester (Level 8):

Bachelor with Honours/Research:

A student shall be declared to have successfully completed the eighth semester with honours, if he/she acquires 6 credits in core courses of the Major subject, 4 credits in dissertation, and 10 credits in field project/ internship/ apprenticeship related to the major subject.

A student shall be declared to have successfully completed the eighth semester with research, if he/she acquires 6 credits in core courses of the Major subject, 4 credits in Minor, and 10 credits in research project.

The nomenclature of degree shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

13.9 Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to 6 credits per year in the entire tenure of the 3-year undergraduate degree programme after paying due fees for registration and examination.

13.10 A student may change the generic elective subject in each year of the 3-year undergraduate degree programme.

13.11 Table-

2: Proposed Structure for Undergraduate Programme: UGCCBCSS System for Universities

Level		Main Faculty (As per prerequisite)					Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	Field projects/Internship/apprenticeship/community engagement and service	Credits	Qualification title (Credit requirement)
		Subject I		Subject II	Subject III							
		Core	DSE									
Level 5	Semester											
	1	1 (6Credits)		1 (6Credits)	1 (4Credits)	Vocational Course	1 (4Credits)	1 (4Credits)	# Inter/Intra Faculty	6+6+4+4=20	Undergraduate Certificate in Main Faculty (40)	
	2	1 (6Credits)		1 (6Credits)	1 (4Credits)		1 (4Credits)			6+6+4+4=20	Undergraduate Certificate in Main Faculty (80)	
	3	1 (6Credits)		1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)			6+6+4+4=20	Undergraduate Diploma in Main Faculty	
Level 6	4	1 (6Credits)		1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)			6+6+4+4=20		
	5	1 (6Credits)	DSE-1 (4credits)			1 (4Credits)	1 (4Credits)		Field project/Internship/apprenticeship 1 (6Credits)	6+4+4+6=20	Bachelor Degree in Main Faculty (120)	
Level 7	6	1 (6Credits)	DSE-2 (4credits) DSE-3 (4credits)						Field project/Internship/apprenticeship 1 (6Credits)	6+4+4+6=20		
	7	1 (6Credits)	DSE-4 (4credits)	1 Research Methodology (4Credits)					Field project/Internship/Apprenticeship/Research Project 1 (6Credits)	6+4+4+6=20	Bachelor Degree (Honours) in Main faculty Bachelor Degree (Research) in Main faculty (160)	
Level 8	8	1 (6Credits)		1 (4Credits)					Field project/Internship/Apprenticeship/Research Project 1 (10Credits)	6+4+10=20		
	Total	48Credits	16 Credits	32 Credits	16Credits	12Credits	08Credits	28Credits	160Credits			

14. Choice to Select the MOOC Courses:

- a. The UTD/Constituent Units can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognized by the central Government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the UTD/Constituent Units or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt for courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the UTD/Constituent Units.
- c. The UTDs/Constituent Units shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the UTD/Constituent Units.
- d. The students can also opt for a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The University/Constituent Units will decide to allow the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting for a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the UTD/Constituent Units. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and facilitate/conduct the lab/practical sessions/examinations.
- f. The requirement of project/dissertation, as notified by the respective UTD/Constituent Units, needs to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Companies/Industries with the approval of UTD/Constituent Units.

15. Requirement of attendance will be as per University Ordinance governing the examinations. In general, attendance of at least seventy-five percent of theory lectures

and practical's separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in the percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor of University/ Dean of Constituent Units.

16. Examination & Evaluation:

- 16.1 Generally, each course will correspond to an examination paper comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE will be 3 hours while vocational (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.15.

- 16.2 The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD/Autonomous College. In case of internal assessment, the college/UTD/University shall distribute and design their assessment so that at least two tests are conducted in a semester.

- 16.3 UTD/ Constituent Units may design their mode of internal assessment with due approval from the respective academic council as proposed by Board of Studies in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.

- 16.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.5.

16.5 The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks(%)
O	10	Outstanding	>90≤100
A+	9	Excellent	>80≤90
A	8	Very good	>70≤80
B+	7	Good	>60≤70
B	6	Above Average	>50≤60
C	5	Average	>40≤50
P	4	Pass	>35≤40
F	0	Fail	0≤35
Ab	0	Absent	Absent

- 16.6** In case statutory bodies of the programme issue the guidelines regarding the minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded. Otherwise, the grades will be awarded as per above-mentioned table.

- 16.7** If a student obtains F or Ab grade in any course(s), he/she will be treated as having failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

- 16.8** The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester. If a student passes in all the courses offered in any semester, then the student will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed to Keep Term) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given second chance [odd and Even semester will be taken into consideration] to

- passthefailedcourses.Supposethestudentdoesnotsuccessfullycompletetheconcerned semester even after the aforesaid second chance. In that case, she/he shall be treated asfail in that semester and will be asked to repeat the entire semester and that semester willbetreatedas zero semester.
- 16.9** Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribedfee for repeatingthe course.
- 16.10** Onaccountofvalidreasons,astudentmaywithdrawfromasemester.Insuchacase,thatse mester will be treated as zero semester.
- 16.11** In case of zero semester, the student will not be promoted to the next semester till he/sheclearsthat semester.The University may allowsuchastudent tore-register in thatsemester in the coming semesters. The student has to pay semester fee again in such caseand may not be eligible for scholarships. If the student withdraws within one month fromstartingtheacademic semester,thesemester fee will not be chargedagain.
- 16.12** The provision for review of answer book in semester system will be available as per theexistingrules ofthe University/Constituent Units.
- 16.13** The theoretical and practical courses can be repeated whenever offered or conducted bytheUniversity/UTD/ConstituentUnitsbutwithinthemaximumdurationoftheprogra mme.He/she can avail multiple repeat attempts to pass the course.
- 16.14** Applicable to UTDs in the same universities: The UTD, where students from other UTDsare registered for choice based elective course(s), will send the Grade to the concernedUTD where the student is enrolled. The result will be declared by the UTD where thestudenthas taken admission.
- 16.15** The pattern will be Absolute Grading Pattern.

Table 3: Structure of Credit Course (Semester System)

Course/Credit	Course Type	Credits Allocated			Distribution of Theory Marks			Distribution of Practical Marks			Tutorial Marks
		Theory	Practical	Tutorial	Internal (Through CIE)	External (End Semester Exam)	Internal (Through CIE)	Internal (Through CIE)	External (End Semester Exam)	Tutorial Marks	
1 Core(6)	Type-1	6	NA	NA	40	60	NA	NA	NA	NA	NA
2 Core(6)	Type-2	4	2	NA	40	60	40	40	60	NA	NA
3 Core(6)	Type-3	2	4	NA	40	60	50 (Through CIE)	50	50	NA	NA
4 Core(6)	Type-4	5	NA	1	40	60	NA	NA	NA	100	NA
5 GE/DSE/SEC(4)	Type-1	4	0	NA	40	60	NA	NA	NA	NA	NA
6 GE/DSE/SEC(4)	Type-2	3	1 (P.T.W etc)	NA	40	60	NA	NA	100	NA	NA
7 DSE/SEC(4)	Type-3	1	3 (P.T.W etc)	NA	40	60	50 (Through CIE)	50	50	NA	NA
8 DSE/SEC(4)	Type-4	3	NA	1	40	60	NA	NA	NA	100	NA
9 AECC(4)	Type-1	4	NA	NA	40	60	NA	NA	NA	NA	NA
10 Field Projects/ Internship/ Apprenticeship/ Community Engagement Service/ Ice(6/10)	NA	(i) Field Projects/ Internship/ Apprenticeship/ Community Engagement Service/ Credits (75 Marks) (ii) Evaluation of report/ 40 credit (25 Marks)			4/6			4/6			NA
11 Research Methodology(4)	Type-4	3	NA	1	40	60	NA	NA	NA	100	NA
12 Dissertation/Research Project (4/6/10)	NA	Evaluation of Thesis: 2/4/6 credits (50 Marks) + Presubmission viva-voce: 1/1/2 Credit (25 Marks) + External viva-voce: 1/1/2 Credit (25 Marks)			1/1/2 Credit (25 Marks)			1/1/2 Credit (25 Marks)			NA

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

18. Calculation of SGPA/CGPA:

- 18.1** Semester Grade Point Average (SGPA) is a measure of performance of the student in a semester. It is the ratio of total credit points secured by a student in various courses registered in that semester and the total course credits taken during that semester, i.e.

$$SGPA(S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

Where S_i is the i^{th} year, C_i is the number of credits of the i^{th} course in the semester (S_i) and G_i is the grade point scored by the student in the i^{th} course.

- 18.2** The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses if any. The SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

- 18.3** CGPA is a measure of the overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the credits of all courses in all the semesters completed. The CGPA will be calculated as per follows:

$$CGPA = \frac{\sum [C_i \times SGPA(S_i)]}{\sum C_i}$$

where $SGPA(S_i)$ is the SGPA of the i^{th} year and C_i is the total number of credits in the i^{th} semester.

19. On completing all requirements for the award of the undergraduate certificate/diploma/degree, the CGPA will be calculated, and this value will be indicated on the certificate/diploma/degree. The 3-years (6 semester) and 4-years (8 semester) undergraduate degrees should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follows to facilitate its application in other academic matters:

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off up to the second decimal point.

20. The student will be examined by the University, as per the prevailing syllabus and scheme of examination.
21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum required credits for the certificate/diploma/degree.
22. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
23. Grade sheets will be developed by the University based on model Annexures S1 to S4.
24. **Credit Transfer:**
- 24.1 The credit transfer shall be implemented as per the policy of the University framed in accordance with the guidelines issued by the UGC from time to time.

- 24.2** The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
- 24.3** Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the University in which the student seeks admission.
- 25.** If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to State Govt. whose decision thereon shall be applicable.
- 26.** The guidelines, related to this programme, issued by the statutory bodies e.g., UGC/AICTE/BCE/CI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
- 27.** In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise, the state government's directions shall be applicable.
- 28.** If UGC and Department of Higher Education, Govt. of M.P. notifies any change in future in its Regulations in this regard, the same will be incorporated in the existing Ordinance with the approval of Academic Council and Board of Management of the University.

Mandsaur University

Ordinance 48 A

Ordinance for three/four year Undergraduate (CBCS Semester Mode)

As per the “Guidelines for Multiple Entry and Exit in Academic Programme” issued by UGC, New Delhi under National Education Policy 2020

1. The provisions of this Ordinance shall be applicable on Ordinance No.19, Bachelor of Science B.Sc.(Hons.), Ordinance No.21, Bachelor of Computer Application (BCA), Ordinance No.25, Bachelor of Business Administration (BBA), Ordinance No.27, Bachelor of Commerce B.Com., Ordinance No.30, Bachelor of Arts B.A.
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Arts (B. A), Bachelor of Science (B.Sc.), Bachelor of Commerce (B. Com), Bachelor of Computer Application (B.C.A), Bachelor of Business Administration (B.B.A) and other similar Undergraduate Programmes offered by Mandsaur University, Madhya Pradesh.
3. Admission rules and guidelines for admission to these programmes have been framed by the University for admission in its institutions. Ordinance No. 01 “Admission Registration and Migration of Students” of first Ordinances of Mandsaur University Madhya Pradesh can be referred to.
4. The student who has passed the Grade 12 Examination from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government determined in advance by the University/Constituent Institutions following the guidelines issued by the State Government/ Central Government/UGC and other statutory bodies concerned will be eligible for admission to these Undergraduate Programmes.
5. The admission shall be made on the merit calculated on the basis of criteria notified by the University/ Central Government/State Government, keeping in view the guidelines in this regard issued by the UGC and other statutory bodies concerned.
6. Student enrolment in a programme shall be restricted to the seats allotted by the University,
7. The in-take capacity shall be determined in advance by the University under the provisions of this Ordinance applicable from the academic session 2022-23.
8. Depending upon the academic and physical facilities available, the University may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme

after a break in studies.

9. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents Certificate, level 6 represents Diploma, level 7 represents Bachelor Degree and 8 represents Bachelor Degree (Honours/Research) qualification (Table1). The four-year undergraduate programme shall comprise course under the following subjects/categories.

- i. Disciplinary/Interdisciplinary Major(Core Course + DSE) (64 credits)
- ii. Disciplinary/Interdisciplinary Major(32 Credits)
- iii. Generic Elective (16 credits)
- iv. Skill Enhancement Course/Vocational Course (12 Credits)
- v. Ability Enhancement Courses(08 Credits)
- vi. Field projects/internship/apprenticeship/community engagement and service /research project (28 credits)

For B.Sc./BBA/BCA/B.Com./B.A. and similar programmes, group/subject shall be chosen as Major/Minor/Generic/Elective.

Qualification and credit requirements are given in Table1. The *entry and exit options* for students, who enter the undergraduate programme, are as follows:

1stYear (First & Second Semester –Level 5)

Entry 1: The entry requirement for first semester in level 5 is successful completion of Class 12 from M P Board of Secondary Education, Bhopal, or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student passes all the courses of Level 5 and earns the requisite number of credits, the student will become entitled to an *Undergraduate certificate in the programme of her/his Major Subject*. If he/she wants to exit, he/she can exit the programme with *Undergraduate certificate* in hand.

2nd Year (Third & Fourth Semester –Level 6)

Entry 2: The entry requirement for fourth semester in Level 6 is the successful completion of Level 5. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5 & 6 and earns the requisite number of credits, the student becomes entitled to an *Undergraduate Diploma in the programme of her/his Major Subject*. If he/she wants to exit, he/she can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year (Fifth & Sixth Semester –Level 7)

Entry 3: The entry requirement for semester six in Level 7 is successful completion of Level 5 & 6. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If a student passes all the courses of Level 5 to 7 i.e., first to six semesters and earns the requisite number of credits, the student becomes entitled to the *Undergraduate Degree in the programme of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year (Seventh & Eight Semester- Level 8)

Entry 4: An Individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant three- year bachelor's degree (Level 7). After completing the requirements of a three-year Bachelor's degree, the student who meets a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled to an *Undergraduate Degree (Honours. /Research) in the programme of her/his Major Subject*. A Bachelor's degree (Honours /Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table –1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate (in the field of learning/ discipline) for those who exit after the first year (two semesters) of the undergraduate programme.(Programme duration: one year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma (in the field of learning / discipline) for those who exit after two years (four semesters) of the undergraduate programme.(programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor Degree (Programme duration: Three years or six semesters)	120
Level 8	Bachelor Degree (Honours/Research) (Programme duration: Four years or eight semesters).	160

The salient features of the credit-based semester scheme Each course carries a defined number of credits. The credits are based on the course structure, including the teaching mode and the number of contact hours for lecture, tutorial, and practical classes. Credits are considered to be based on the number of contact hours, course content, teaching methodology and allotted maximum marks

The credits will be awarded by the University. The credits can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of **one credit**.
- Credits for internship shall be **one credit per week** of training, subject to a **maximum of six credits in a semester**.

10. The minimum duration of the Undergraduate Degree Programme shall be of three academic years/six semesters, whereas that of Undergraduate Degree leading to Honours/Research shall be of four academic years/ eight semesters.

A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.

The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Research) programme for regular students shall be 6 and 8 years, respectively.

A student will be allowed to enter/re-enter only at the odd semester and can only exit after even semester. Re- entry at various levels as lateral entrants in academic programmes should be based on the earned credits and proficiency test record.

The validity of credits earned will be to a maximum period of seven years (as per UGC guidelines for multiple entry and exit in academic programmes or as specified by UGC in later stage)

11. TYPES OF COURSES:

Each of the subject/categories (i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows.

11.1 Core Course: Such course which shall compulsorily be studied by the student as a core requirement of the programme.

11.2 Elective Course: A course which the student can choose from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

11.2.1 Discipline Specific Elective (DSE) Course: Elective courses offered from the main discipline /subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/ subject of study).

11.2.2 Dissertations/ Project: An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course independently with advisory support by a teacher/faculty member is called dissertation/ project. A project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

11.2.3 Generic Elective (GE) Course: An elective course chosen generally from an unrelated discipline/ subject to seek exposure of other fields is called a Generic Elective course.

11.3 Ability Enhancement Courses (AEC): The ability enhancement courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
 - Skill Enhancement Courses (SEC) or Vocational Courses
- “AECC” courses are the courses based upon the content that leads to Knowledge enhancement such as,
- Environmental Education
 - English/Hindi Communication is mandatory for all disciplines
- SEC courses are value-based/skill-based and may also be designed to enhance skills of the Major subject. They are earned to provide hands on training competences, skills, etc.

11.4 The syllabus for a specific programme will be decided by the concerned Board of Studies of the University based on the curriculum issued by the UGC under Learning Outcome Based Curriculum Framework (LOCF) with maximum deviation of 20%.

12 STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

12.1 First Semester:

A student shall be declared to have successfully completed the first semester if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Courses of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Courses (AEC).

12.2 Second Semester: (Level 5):

A student shall be declared to have successfully completed the second semester if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Course (AEC).

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student

passing Grade 12 with science can take admission in Level 5 with major and minor subject from science/arts/commerce faculty, a student passing Grade 12 with commerce faculty can take major and minor subject from commerce/arts faculty, whereas a student passing Grade 12 with arts faculty can choose major and minor subjects from arts faculty only Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subjects can be chosen from any faculty However, allotment of choices will be subjected to the provisions of admission guidelines.

12.3 Third Semester:

A student shall be declared to have successfully completed the third semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Skill Enhancement Course (SEC)/Vocational Course.

12.4 Fourth Semester (Level 6):

A student shall be declared to have successfully completed the fourth semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 Credits in Skill Enhancement Course (SEC) Vocational Course.

The student shall be given a single chance at the entry of level 6 to interchange the major and minor subjects However, in such cases, it will be the student's responsibility to earn additional credits to fulfill the minimum requirements of credits prescribed for the major course. Only after fulfillment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree

12.5 Fifth Semester:

A student shall be declared to have successfully completed the fifth semester, if he/she acquires 6 credits in Core Courses of the major subject, 4 credits in Skill Enhancement Course (SEC)/Vocational Course, 4 Credits in discipline specific elective (DSE) of the major subject and 6 credit in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and /or minor subjects.

12.6 Sixth Semester (Level 7):

A student shall be declared to have successfully completed the sixth semester, if he/she acquires 6 credits in Core Courses of the major subject, 8 credits in discipline specific elective (DSE) of the major subject and 6 credit in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and /or minor subjects.

12.7 Seventh Semester:

Bachelor with Honours/Research

A student shall be declared to have successfully completed the seventh semester with Honours, if he/she acquires 6 credits in Core Courses of the Major subject, 4 credits in

Research Methodology, 4 credits in discipline specific elective (DSE) of the major subjects, and 6 credits in field project/internship/apprenticeship related to the major subjects.

A student shall be declared to have successfully completed the seventh semester with research, if he/she acquires 6 credits in Core Courses of the Major subject 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subjects, and 6 credits in research project.

12.8 Eighth Semester (Level 8):

Bachelor with Honours/Research

A student shall be declared to have successfully completed the eighth semester with Honours, if he/she acquires 6 credits in Core Courses of the Major subject, 4 credits in dissertation, and 10 credits in field project/ internship/apprenticeship related to the major subjects.

A student shall be declared to have successfully completed the eighth semester with research, if he/she acquires 6 credits in Core Courses of the Major subject 4 credits in minor and 10 credits in research project

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

12.9 Additional Courses:

In the categories of minor subject generic elective and skill enhancements courses/vocational courses, a student may earn up to 6 credits per year in the entire tenure of the 3-year undergraduate degree programmes after paying due fees for registration and examination

12.10 A student may change the generic elective subject in each year of the 3-year undergraduate degree programme.

12.11 Table-2: Proposed Structure for Undergraduate Programme : UGC CBCS System for University

Level	Semester	Main Faculty (as per prerequisite)				Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	Field projects/internship/apprenticeship/community engagement and service	Credits	Qualification title (Credit requirement)	
		Subject I		Subject II								Subject III
		Core	Major	Minor								
Level 5	1	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)		1 (4 Credits)	# Inter / Intra Faculty	6+6+4+4=20	(40) Undergraduate Certificate in Main Faculty		
	2	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)		1 (4 Credits)		6+6+4+4=20			
Level 6	3	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4=20	(80) Undergraduate Diploma in Main Faculty		
	4	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4=20			
Level 7	5	1 (6 Credits)	1 (4 Credits)				1 (4 Credits)		1 Field project/internship/ apprenticeship (6 Credits)	6+4+4+6=20	(120) Bachelor Degree in Main Faculty	
	6	1 (6 Credits)	(4 Credits) + 2 (4 Credits)						1 Field project/internship/ apprenticeship (6 Credits)	6+4+4+6=20		
Level 8	7	1 (6 Credits)	1 (4 Credits)	1 Research Methodology (4 Credits)					1 Field project / internship apprenticeship or Research Project (6 Credits)	6+4+4+6=20	(160) Bachelor Degree (Honours) in Main faculty Bachelor Degree (Research) in Main faculty	
	8	1 (6 Credits)		1 (4 Credits)					1 Field project / internship Apprenticeship or Research Project (10 Credits)	6+4+10=20		
Total		48 Credits		16 Credits		32 Credits		16 Credits		160 Credits		

13. Choice to select the MOOC Course:

- a. The university can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other online education learning platform approved by UGC/Regulatory Body from time to time.
- b. The student will have the choice to opt elective-generic/ Skill Enhancement /Ability Enhancement course from the courses available within the institution or in other institutions of the university but from same level of the programmes. An alternate choice will also be available to the student to opt for courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active Learning for Young Aspiring Minds) platform with the permission of University.
- c. The institutions shall offer elective- generic courses in each programme on merit basis across the disciplines. The number of seats in the courses will depend on available facilities in the institution.

14. Requirement of attendance will be as per University Ordinance governing the examinations. In general, attendance of at least seventy-five percent will be required in each course to sit in the end semester examination.

For special reasons such as prolonged illness deficiency in the percentage of attendance not exceeding five percent in each course may be condoned by the Vice Chancellor.

15. Examination & Evaluation:

- 15.1 Examination will be conducted as per Ordinances 5 & 6 of Mandsaur University, Madhya Pradesh as per the Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. Generally, each course will correspond to an examination paper comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE(Discipline specific elective Course) will be of 3 hours while vocational (SEC) and AEC(Ability Enhancement Course) will be of 2 hours duration. The credit structure for theory/Practical/tutorial, internal, external examinations and total marks for an examination are shown in table 3 in clause 15.15.
- 15.2 The question paper of the external examination should preferably contain long answer, short answer, and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks.

Each of these, two must be written tests and the third may be written test Quiz/Semester/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination, failing which, the student will be awarded Ab grade in that course.

- 15.3** University institutions may design their mode of internal assessment with due approval from the respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions 2019" published by the UGC.
- 15.4** Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 15.5

15.5 The grading will be made on 10point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks(%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very Good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

- 15.6** In cases statutory bodies of the programme issue the guidelines regarding the minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded otherwise, the grades will be awarded as per above- mentioned table.

- 15.7** If a student obtains F or Ab grade in any course(s), he/she will be treated as having failed in the course(s). He/She has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
- 15.8** The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be

asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester, then the student will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester, then he/she will be provisionally promoted to the next semester with ATKT (Allowed to keep terms) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated but he/she will be given second chance to pass the failed courses. Suppose the student does not successfully complete the concerned semester even after the aforesaid second chance in that case, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

15.9 Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

15.10 On account of valid reasons, a student may withdraw from a semester. In such case, that semester will be treated as zero semester.

15.11 In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The University may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships.

15.12 The provision for review of answer book in semester system will be available as per the existing rules of the University.

15.13 The theoretical and practical courses can be repeated whenever offered or conducted by the University but within the maximum duration of the programme. He/she can avail multiple repeat attempts to pass courses.

15.14 Applicable to institutions in the same universities, the institution, where students from other Institutions are registered for choice based elective course(s), will send the grade to the concerned institution where the student enrolled. The result will be declared by the institution where the student has taken admission.

16. Evaluation and Certification of MOOCs and Vocational Courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs Vocational courses, Field-Projects Internship/Apprenticeship/Community engagement and service/Research Project.

17. Calculation of SGPA/CGPA:

17.1 Semester Grade Point Average (SGPA) is a measure of performance of the student in a semester. It is the ratio of total credit points secured by a student in various courses registered in that semester and the total course credits taken during that semester, i.e.

$$SGPA (S_i) = \frac{(C_1G_1 + C_2G_2 + C_3G_3 + \dots)}{C_1 + C_2 + C_3 \dots}$$

Where S_i is the i^{th} year, C_i is the number of credits of the i^{th} course in the semester (S_i) and G_i is the grade point scored by the student in the i^{th} course.

17.2 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credits points secured by the student, except the credits of additional courses if any. The SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet

Calculation of SGPA

Course	Credits(C)	Grade	Grade Point (GP)	Credit Points (C*GP)	SGPA (Total Credit Point/Total Credit)
Course 1	6	A	8	48	146/20 = 7.30
Course 2	6	C	5	30	
Course 3	4	B+	7	28	
Course 4	4	O	10	40	
Total	20			146	

17.3 CGPA is a measure of the overall cumulative performance of a student over all semester completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the credits of all courses in all the semesters completed. The CGPA will be calculated as per follows

$$CGPA = \frac{\sum [Ci \times SGPA(Si)]}{\sum Ci}$$

Where SGPA (Si) is the SGPA of the ith year and Ci is the total number of credits in the ith semester

Calculation of CGPA:

Semester	Credits	SGPA	Credits× AGPA	CGPA
1	20	7.50	150.00	CGPA= Total(Credits× SGPA)/Total Credits CGPA= 1229.60/160 = 7.685≈7.69 (round off to second decimal point)
2	20	7.58	151.60	
3	20	7.32	146.40	
4	20	8.34	166.80	
5	20	7.58	151.60	
6	20	7.32	146.40	
7	20	8.34	166.80	
8	20	7.50	150.00	
Total	160		1229.60	

18. On completing all requirements for the award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate /diploma/degree. The 3-years (6 semester) and 4-years (8 semester) undergraduate degrees should also indicate the Division obtained as per follows.

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters.

$$\text{Equivalent Percentage} = CGPA \times 10$$

The percentage will be rounded off up to the second decimal point

19. The student will be examined by the University as per the prevailing syllabus and scheme of examination.
20. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum required credits for the certificate/degree/diploma
21. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grades secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
22. Grade sheets will be developed by the University based on model Annexures S1 to S4.
23. **Credit Transfer:**
 - 23.1 The credit transfer shall be implemented as per the policy of the University framed in accordance with the guidelines issued by the UGC from time to time.
 - 23.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 23.3 Except for the cases of provisional promotions, the universities shall facilitate credit transfer of students between them. However, the student may be required to fulfill some eligibility criteria, drawing parity for a course, framed by the University in which the student seeks admission.
24. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Board of Management whose decision thereon shall be applicable.
25. The guidelines, related to this programme, issued by the statutory bodies e.g., UGC/AICTE/PCI/BCI/RCI issued from time to time will be adopted for implementation.
26. In matters not covered under this Ordinance, general rules of the University shall be applicable.
27. If UGC notifies any change in future in its Regulations in this regard, the same will be incorporated in the existing Ordinance with the approval by the Academic Council and Board of Management of the University.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER**ANNEXURE-S-1****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER**ANNEXURE-S-2****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS						1	
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage' = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER**ANNEXURE-S-4****Name of the University****GRADE SHEET****Name of the Institute****Address of the Institute****Name of the Programme**

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20	-		138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10**Date of Result****Controller of Examination****Vice Chancellor**

Medi-Caps University, Indore

Ordinance 52 A

**(As adopted from ordinance 14 A, promulgated for the universities covered under
M.P. University Act, 1973)**

Ordinance for three/four years Undergraduate Degree (CBCS Semester Mode)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Science (B.Sc.) ordinance no.44, Bachelor of Commerce (B.Com.) ordinance no.18, Bachelor of Computer Application (B.C.A.) ordinance no.45, Bachelor of Business Administration (B.B.A.) ordinance no.37, and other similar Undergraduate programmes notified by the University.
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com), Bachelor of Computer Application (B.C.A), Bachelor of Business Administration (B.B.A) and other similar Undergraduate Programmes offered by Medi-Caps University, Madhya Pradesh.
3. Admission rules and guidelines for admission to these programmes have been framed by the University for admission in its institutions. Ordinance No. 01 "Admissions" of first Ordinances of Medi-Caps University Madhya Pradesh can be referred to.
4. The student who has passed the Grade 12 Examination from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government determined in advance by the University/Constituent Institutions following the guidelines issued by the State Government/ Central Government/UGC and other statutory bodies concerned will be eligible for admission to these Undergraduate Programmes.
5. The admission shall be made on the merit calculated on the basis of criteria notified by the University/ Central Government/State Government, keeping in view the guidelines in this regard issued by the UGC and other statutory bodies concerned.

6. Student enrolment in a programme/course shall be restricted to the seats allotted by the University.
7. The in-take capacity shall be determined in advance by the University under the provisions of this Ordinance applicable from the academic session 2022-23.
8. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
9. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
 - i) Disciplinary/interdisciplinary/Major (48 credits)
 - ii) Disciplinary/interdisciplinary/Minor (32 credits)
 - iii) Generic Elective (16 credits)
 - iv) Discipline Specific Elective (16 credits)
 - v) Skill Enhancement Courses/Vocational Courses (12 credits)
 - vi) Ability Enhancement Courses (08 credits)
 - vii) Field projects/internship/apprenticeship/community engagement and service/research project (28 credits).

For BBA/BCA/B.Sc./and similar programmes, group/subject shall be chosen as Major/Minor/Generic/Elective.

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

2nd Year

Entry 2. The entry requirement for Level 6 (in third semester /fourth semester) is successful completion of Level 5. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5 & 6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for Level 7 (in fifth semester /sixth semester) is successful completion of Level 5 & 6. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree* in the faculty of her/his Major Subject. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a Bachelor's degree (Honours/Research) (Level 8) in a specified field of learning would have completed all requirements of the relevant three-year bachelor degree (Level 7). After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of one credit;
- Credits' for internship shall be one credit per week of internship, subject to a maximum of six credits in a semester.

10. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.

A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of *Undergraduate Degree and Undergraduate Degree (Honours/Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

The validity of credits earned will be to a maximum period of seven years (as per UGC guidelines for multiple entry and exit in academic programmes or as specified by UGC in later stage)

11. TYPES OF COURSES

Each of the subject/categories (i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

11.1. Core Course: Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

11.2. Elective Course:

Generally a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

11.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

11.2.2 Dissertation/Project:

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

11.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

11.3 Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- 11.4** The syllabus for a specific programme will be decided by the concerned Board of Studies of the University based on the curriculum issued by the UGC under Learning Outcome Based Curriculum Framework (LOCF) with maximum deviation of 20%.

12 STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM**12.1 First Year (Level 5):**

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main

faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

12.2 Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2 .

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

12.3 Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

12.4 Fourth Year (Level 8):

(a) Bachelor with Honours:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2 .

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

12.5 Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 shown in clause 12.8.

12.6 Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

12.8. Table-2: Proposed Structure for Undergraduate Programme: UGCBCS System for Universities

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/appre- nticeship/communityeng- agementand service	Credits	Qualification title(Creditrequir- ement)
		Subject I	Subject II	Subject III						
Level 5		Major	Minor	Generic Elective Course				# Inter/Intra Faculty		
	1	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)		1 (4 Credits)			6+6+4+4 = 20	(40) Undergraduate Certificate in Main Faculty
	2	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)		1 (4 Credits)			6+6+4+4 = 20	
	3	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)				6+6+4+4 = 20	(80) Undergraduate Diploma in Main Faculty
Level 6	4	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)				6+6+4+4 = 20	
	5	1 (6 Credits)			1 (4 Credits)		DSE-1 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	Bachelor Degree In Main Faculty (120)
Level 7	6	1 (6 Credits)					DSE-2 (4 credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	
	7	1 (6 Credits)	1 Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	(160) Bachelor Degree (Honours) in Main faculty Bachelor Degree (Research) in Main faculty
Level 8	8	1 (6 Credits)	1 (4 Credits)					1 (10 Credits) Research Project	6+4+10 = 20	
	Total	48 Credits	32 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits	

13. Choice to Select the MOOC Courses:

- a. The university can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the university or in other institutions/universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the university.
- c. The university shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the institutions.

14. Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of at least seventy-five percent of theory lectures and practicals separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor.

15. Examination & Evaluation:

- 15.1 Examination will be conducted as per Ordinances 4 of Medi-Caps University, Madhya Pradesh as per the Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council.
- 15.2 The question paper of the external examination should preferably contain long answer, short answer, and objective type questions. The continuous evaluation of the student will be conducted in every semester.
- 15.3 University may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.

15.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 15.5.

15.5 The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	30-39
F	0	Fail	0-29
Ab	0	Absent	Absent

15.6 In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then Fgrade will be awarded, otherwise the grades will be awarded as per above mentioned table.

15.7 If a student obtains For Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

15.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester. If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.

- If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester. As university is following Choice Based Credit System there is no promotion restriction for students. However, a student cannot opt for any course unless and until he clears the pre-requisite for the course (if, any).
- 15.9 Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester.
- 15.10 On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- 15.11 In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- 15.12 The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 15.13 The theoretical and practical courses can be repeated whenever offered or conducted by the university but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- 15.14 Applicable to institutions in the same universities, the institution, where students from other institutions are registered for choice based elective course(s), will send the grade to the concerned institution where the student enrolled. The result will be declared by the institution where the student has taken admission.

16. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

17. Calculation of SGPA/CGPA:

17.1 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance 4.

17.2 CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 4.

18. On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degree should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 7.50 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off upto second decimal point.

- 19.** The student will be examined by the university as per the prevailing syllabus and scheme of examination.
- 20.** The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.

21. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
22. Grade sheets will be developed as given in Ordinance 4.
23. Credit Transfer:
 - 23.1 The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
 - 23.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank Of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 23.3 Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.
24. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
25. The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
26. In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
27. If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University and shall be implemented with immediate effect.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER**ANNEXURE-S-1****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20			146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20			138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

Vice Chancellor

DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE
ORDINANCE

No. 78A

Ordinance for three/four year Undergraduate (CBCS Semester Mode)

As per the “Guidelines for Multiple Entry and Exit in Academic Programme” issued by UGC, New Delhi under National Education Policy 2020

1. The provisions of this Ordinance shall be applicable on Ordinance No.30, Bachelor of Education (B.Ed.), Ordinance No.31, Bachelor of Physical Education (B.P.Ed.), Ordinance No.33, Bachelor of Business Administration (B.B.A.), Ordinance No.34, Bachelor of Commerce (B.Com), Ordinance No.35, Bachelor of Arts (B.A.), Ordinance No.37, Bachelor of Science (B.Sc.), Ordinance No.45, Bachelor of Computer Application (B.C.A.), Ordinance No.49, Bachelor of Arts B.A. (Hons.), from the academic session 2022-23.
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Arts (B.A), Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com), Bachelor of Computer Application (B.C.A), Bachelor of Business Administration (B.B.A) and other similar Undergraduate Programmes offered by Dr. A.P.J. Abdul Kalam University, Madhya Pradesh.
3. Admission rules and guidelines for admission to these programmes have been framed by the University for admission in its institutions. Ordinance No. 02 “Admission of Students” of first Ordinances of Dr. A.P.J. Abdul Kalam University Madhya Pradesh can be referred to.
4. The student who has passed the Grade 12 Examination from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government determined in advance by the University/Constituent Institutions following the guidelines issued by the State Government/ Central Government/UGC and other statutory bodies concerned will be eligible for admission to these Undergraduate Programmes.
5. The admission shall be made on the merit calculated on the basis of criteria notified by the University/ Central Government/State Government, keeping in view the guidelines in this regard issued by the UGC and other statutory bodies concerned.
6. Student enrolment in a programme shall be restricted to the seats allotted by the University.
7. The in-take capacity shall be determined in advance by the University under the provisions of this Ordinance applicable from the academic session 2022-23.
8. Depending upon the academic and physical facilities available, the University may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the students have successfully completed the first year/second year/third

year of the same programme in any institution and wants to re-enter into the programme after a break in studies.

9. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents Certificate, level 6 represents Diploma, level 7 represents Bachelor Degree and 8 represents Bachelor Degree (Honours/Research) qualification (Table1). The four-year undergraduate programme shall comprise course under the following subjects/categories.
 - i. Disciplinary/Interdisciplinary Major(Core Course + DSE) (64 credits)
 - ii. Disciplinary/Interdisciplinary Major(32 Credits)
 - iii. Generic Elective (16 credits)
 - iv. Skill Enhancement Course/Vocational Course (12 Credits)
 - v. Ability Enhancement Courses(08 Credits)
 - vi. Field projects/internship/apprenticeship/community engagement and service /research project (28 credits)

For BBA/BCA/B.Sc./and similar programmes, a group/subject shall be chosen as Major/Minor/Generic/Elective.

Qualification and credit requirements are given in Table1. The *entry and exit options* for students, who enter the undergraduate programme, are as follows:

1st Year (First & Second Semester –Level 5)

Entry 1: The entry requirement for first semester in level 5 is successful completion of Class 12 from M P Board of Secondary Education, Bhopal, or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student passes all the courses of Level 5 and earns the requisite number of credits, the student will become entitled to an *Undergraduate certificate in the programme of her/his Major Subject*. If he/she wants to exit, he/she can exit the programme with *Undergraduate certificate* in hand.

2nd Year (Third & Fourth Semester –Level 6)

Entry 2: The entry requirement for fourth semester in Level 6 is the successful completion of Level 5. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5 & 6 and earns the requisite number of credits, the student becomes entitled to an *Undergraduate Diploma in the programme of her/his Major Subject*. If he/she wants to exit, he/she can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year (Fifth & Sixth Semester –Level 7)

Entry 3: The entry requirement for semester six in Level 7 is successful completion of Level 5 & 6. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If a student passes all the courses of Level 5 to 7 i.e., first to six semesters and earns the requisite number of credits, the student becomes entitled to the *Undergraduate Degree in the programme of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year (Seventh & Eight Semester- Level 8)

Entry 4: An Individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant three- year bachelor's degree (Level 7). After completing the requirements of a three year Bachelor's degree, the student who meets a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled to an *Undergraduate Degree (Honours/Research) in the programme of her/his Major Subject*. A Bachelor's degree (Honours /Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table –1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate (in the field of learning/ discipline) for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: one year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma (in the field of learning / discipline) for those who exit after two years (four semesters) of the undergraduate programme. (programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor Degree (Programme duration: Three years or six semesters)	120
Level 8	Bachelor Degree (Honours/Research) (Programme duration: Four years or eight semesters).	160

The salient features of the credit-based semester scheme Each course carries a defined number of credits. The credits are based on the course structure, including the teaching mode and the number of contact hours for lecture, tutorial, and practical classes. Credits are considered to be based on the number of contact hours, course content, teaching methodology and allotted maximum marks

The credits will be awarded by the University. The credits can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of **one credit**.
- Credits for internship shall be **one credit per week** of training, subject to a **maximum of six credits in a semester**.

10. The minimum duration of the Undergraduate Degree Programme shall be of three academic years/six semesters, whereas that of Undergraduate Degree leading to Honours/Research shall be of four academic years/ eight semesters.

A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.

The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Research) programme for regular students shall be 6 and 8 years, respectively.

A student will be allowed to enter/re-enter only at the odd semester and can only exit after even semester. Re- entry at various levels as lateral entrants in academic programmes should be based on the earned credits and proficiency test record.

The validity of credits earned will be to a maximum period of seven years (as per UGC guidelines for multiple entry and exit in academic programmes or as specified by UGC in later stage)

11. TYPES OF COURSES:

Each of the subject/categories (i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows.

11.1 Core Course: Such course which shall compulsorily be studied by the student as a core requirement of the programme.

11.2 Elective Course: A course which the student can choose from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

11.2.1 Discipline Specific Elective (DSE) Course: Elective courses offered from the main discipline /subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/ subject of study).

11.2.2 Dissertations/ Project: An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course independently with advisory support by a teacher/faculty member is called dissertation/ project. A project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

11.2.3 Generic Elective (GE) Course: An elective course chosen generally from an unrelated discipline/ subject to seek exposure of other fields is called a Generic Elective course.

11.3 Ability Enhancement Courses (AEC): The ability enhancement courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
 - Skill Enhancement Courses (SEC) or Vocational Courses
- “AECC” courses are the courses based upon the content that leads to Knowledge enhancement such as,
- Environmental Education
 - English/Hindi Communication is mandatory for all disciplines

SEC courses are value-based/skill-based and may also be designed to enhance skills of the Major subject. They are earned to provide hands on training competences, skills, etc.

11.4 The syllabus for a specific programme will be decided by the concerned Board of Studies of the University based on the curriculum issued by the UGC under Learning Outcome Based Curriculum Framework (LOCF) with maximum deviation of 20%.

12 STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

12.1 First Semester:

A student shall be declared to have successfully completed the first semester if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Courses of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Courses (AEC).

12.2 Second Semester: (Level 5):

A student shall be declared to have successfully completed the second semester if he/she acquires 6 credits in Core Course of the major subject. 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Course (AEC).

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student

passing Grade 12 with science can take admission in Level 5 with major and minor subject from science/arts/commerce faculty, a student passing Grade 12 with commerce faculty can take major and minor subject from commerce/arts faculty, whereas a student passing Grade 12 with arts faculty can choose major and minor subjects from arts faculty only Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subjects can be chosen from any faculty However, allotment of choices will be subjected to the provisions of admission guidelines.

12.3 Third Semester:

A student shall be declared to have successfully completed the third semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Skill Enhancement Course (SEC)/Vocational Course.

12.4 Fourth Semester (Level 6):

A student shall be declared to have successfully completed the fourth semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 Credits in Skill Enhancement Course (SEC) Vocational Course.

The student shall be given a single chance at the entry of level 6 to interchange the major and minor subjects However, in such cases, it will be the students responsibility to earn additional credits to fulfill the minimum requirements of credits prescribed for the major course. Only after fulfillment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree

12.5 Fifth Semester:

A student shall be declared to have successfully completed the fifth semester, if he/she acquires 6 credits in Core Courses of the major subject, 4 credits in Skill Enhancement Course (SEC)/Vocational Course, 4 Credits in discipline specific elective (DSE) of the major subject and 6 credit in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and /or minor subjects.

12.6 Sixth Semester (Level 7):

A student shall be declared to have successfully completed the sixth semester, if he/she acquires 6 credits in Core Courses of the major subject, 8 credits in discipline specific elective (DSE) of the major subject and 6 credit in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and /or minor subjects.

12.7 Seventh Semester:

Bachelor with Honours/Research

A student shall be declared to have successfully completed the seventh semester with honours, if he/she acquires 6 credits in Core Courses of the Major subject, 4 credits in

Research Methodology, 4 credits in discipline specific elective (DSE) of the major subjects, and 6 credits in field project/internship/apprenticeship related to the major subjects.

A student shall be declared to have successfully completed the seventh semester with research, if he/she acquires 6 credits in Core Courses of the Major subject 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subjects, and 6 credits in research project.

12.8 Eighth Semester (Level 8):

Bachelor with Honours/Research

A student shall be declared to have successfully completed the eighth semester with honours, if he/she acquires 6 credits in Core Courses of the Major subject, 4 credits in dissertation, and 10 credits in field project/ internship/apprenticeship related to the major subjects.

A student shall be declared to have successfully completed the eighth semester with research, if he/she acquires 6 credits in Core Courses of the Major subject 4 credits in minor and 10 credits in research project

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

12.9 Additional Courses:

In the categories of minor subject generic elective and skill enhancements courses/vocational courses, a student may earn up to 6 credits per year in the entire tenure of the 3-year undergraduate degree programmes after paying due fees for registration and examination

12.10 A student may change the generic elective subject in each year of the 3-year undergraduate degree programme.

12.11 Table-2: Proposed Structure for Undergraduate Programme : UGC CBCS System for University

Level	Semester	Main Faculty (as per prerequisite)					Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	Field projects/internship/apprenticeship/community engagement and service	Credits	Qualification title (Credit requirement)
		Subject I		Subject II	Subject III							
		Core	Major									
Level 5	1	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)		1 (4 Credits)		6+6+4+4=20	(40) Undergraduate Certificate in Main Faculty		
	2	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)		1 (4 Credits)		6+6+4+4=20			
Level 6	3	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)		6+6+4+4=20	(80) Undergraduate Diploma in Main Faculty		
	4	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)		6+6+4+4=20			
Level 7	5	1 (6 Credits)	1 (4 Credits)			1 (4 Credits)	1 (4 Credits)		6+4+4+6=20	(120) Bachelor Degree in Main Faculty		
	6	1 (6 Credits)	2 (4 Credits) + (4 Credits)					1 (4 Credits)	6+4+4+6=20			
Level 8	7	1 (6 Credits)	1 (4 Credits)	1 Research Methodology (4 Credits)				1 (4 Credits)	6+4+4+6=20	(160) Bachelor Degree (Honours) in Main faculty Bachelor - Degree (Research) in Main faculty		
	8	1 (6 Credits)		1 (4 Credits)				1 (4 Credits)	6+4+10=20			
Total		48 Credits	16 Credits	32 Credits	16 Credits	12 Credits	8 Credits	28 Credits	160 Credits			

13. Choice to select the MOOC Course:

- a. The university can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other online education learning platform approved by UGC/Regulatory Body from time to time.
- b. The student will have the choice to opt elective-generic/ Skill Enhancement /Ability Enhancement course from the courses available within the institution or in other institutions of the university but from same level of the programmes. An alternate choice will also be available to the student to opt for courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active Learning for Young Aspiring Minds) platform with the permission of University.
- c. The institutions shall offer elective- generic courses in each programme on merit basis across the disciplines. The number of seats in the courses will depend on available facilities in the institution.

14. Requirement of attendance will be as per University Ordinance governing the examinations. In general, attendance of at least seventy five percent will be required in each course to sit in the end semester examination.

For special reasons such as prolonged illness deficiency in the percentage of attendance not exceeding five percent in each course may be condoned by the Vice Chancellor.

15. Examination & Evaluation:

15.1 Examination will be conducted as per Ordinances 4 & 5 of Dr. A.P.J. Abdul Kalam University, Madhya Pradesh as per the Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. Generally, each course will correspond to an examination paper comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE(Discipline specific elective Course) will be of 3 hours while vocational (SEC) and AEC(Ability Enhancement Course) will be of 2 hours duration. The credit structure for theory/Practical/tutorial, internal, external examinations and total marks for an examination are shown in table 3 in clause 15.15.

15.2 The question paper of the external examination should preferably contain long answer, short answer, and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20

marks. Each of these, two must be written tests and the third may be written test Quiz/Semester/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination, failing which, the student will be awarded Ab grade in that course.

15.3 University institutions may design their mode of internal assessment with due approval from the respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions 2019" published by the UGC.

15.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 15.5

15.5 The grading will be made on 10point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks(%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very Good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

15.6 In cases statutory bodies of the programme issue the guidelines regarding the minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded otherwise, the grades will be awarded as per above- mentioned table.

15.7 If a student obtains F or Ab grade in any course(s), he/she will be treated as having failed in the course(s). He/She has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

15.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be

asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester, then the student will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed to keep terms) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated but he/she will be given second chance to pass the failed courses. Suppose the student does not successfully complete the concerned semester even after the aforesaid second chance in that case, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

- 15.9** Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- 15.10** On account of valid reasons, a student may withdraw from a semester. In such case, that semester will be treated as zero semester.
- 15.11** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The University may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships.
- 15.12** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 15.13** The theoretical and practical courses can be repeated whenever offered or conducted by the University but within the maximum duration of the programme. He/she can avail multiple repeat attempts to pass courses.
- 15.14** Applicable to institutions in the same universities, the institution, where students from other Institutions are registered for choice based elective course(s), will send the grade to the concerned institution where the student enrolled. The result will be declared by the institution where the student has taken admission.

16. Evaluation and Certification of MOOCs and Vocational Courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs Vocational courses, Field-Projects Internship/Apprenticeship/Community engagement and service/Research Project.

17. Calculation of SGPA/CGPA:

17.1 Semester Grade Point Average (SGPA) is a measure of performance of the student in a semester. It is the ratio of total credit points secured by a student in various courses registered in that semester and the total course credits taken during that semester, i.e.

$$SGPA (S_i) = \frac{(C_1G_1 + C_2G_2 + C_3G_3 + \dots)}{C_1 + C_2 + C_3 \dots}$$

Where S_i is the i^{th} year, C_i is the number of credits of the i^{th} course in the semester (S_i) and G_i is the grade point scored by the student in the i^{th} course.

17.2 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credits points secured by the student, except the credits of additional courses if any. The SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet

Calculation of SGPA

Course	Credits(C)	Grade	Grade Point (GP)	Credit Points (C*GP)	SGPA (Total Credit Point/Total Credit)
Course 1	6	A	8	48	146/20 = 7.30
Course 2	6	C	5	30	
Course 3	4	B+	7	28	
Course 4	4	O	10	40	
Total	20			146	

17.3 CGPA is a measure of the overall cumulative performance of a student over all semester completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the credits of all courses in all the semesters completed. The CGPA will be calculated as per follows

$$CGPA = \frac{\sum [Ci \times SGPA(Si)]}{\sum Ci}$$

Where SGPA (Si) is the SGPA of the i^{th} year and Ci is the total number of credits in the i^{th} semester

Calculation of CGPA:

Semester	Credits	SGPA	Credits× AGPA	CGPA
1	20	7.50	150.00	CGPA= $\frac{\text{Total}(\text{Credits} \times \text{SGPA})}{\text{Total Credits}}$ CGPA= $1229.60/160 = 7.685 \approx 7.69$ (round off to second decimal point)
2	20	7.58	151.60	
3	20	7.32	146.40	
4	20	8.34	166.80	
5	20	7.58	151.60	
6	20	7.32	146.40	
7	20	8.34	166.80	
8	20	7.50	150.00	
Total	160		1229.60	

18. On completing all requirements for the award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate /diploma/degree. The 3-years (6 semester) and 4-years (8 semester) undergraduate degrees should also indicate the Division obtained as per follows.

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters.

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off up to the second decimal point

19. The student will be examined by the University as per the prevailing syllabus and scheme of examination.
20. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum required credits for the certificate/degree/diploma
21. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grades secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
22. Grade sheets will be developed by the University based on model Annexures S1 to S4.
23. **Credit Transfer:**
 - 23.1 The credit transfer shall be implemented as per the policy of the University framed in accordance with the guidelines issued by the UGC from time to time.
 - 23.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 23.3 Except for the cases of provisional promotions, the universities shall facilitate credit transfer of students between them. However, the student may be required to fulfill some eligibility criteria, drawing parity for a course, framed by the University in which the student seeks admission.
24. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Board of Management whose decision thereon shall be applicable.
25. The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/AICTE/PCI/BCI/RCI issued from time to time will be adopted for implementation.
26. In matters not covered under this Ordinance, general rules of the University shall be applicable.
27. If UGC notifies any change in future in its Regulations in this regard, the same will be incorporated in the existing Ordinance with the approval by the Academic Council and Board of Management of the University.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER**ANNEXURE-S-1****Name of the University****GRADE SHEET****Name of the Institute****Address of the Institute****Name of the Programme**

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average**CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10****Date of Result****Controller of Examination**

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER**ANNEXURE-S-3****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20	-		138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

Vice Chancellor

Malwanchal University, Indore

ORDINANCE No. 62 A

Implementation of New Education Policy 2020 in Ordinance for There/Four B.A./B.A.J.M.C/B.Sc/B.Com./B.C.A./ B.B.A/B.lib/B.Design(CBCS Semester Mode)

(This Ordinance is framed As per the “Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions “issued by UGC, New Delhi under National Education Policy 2020)

- 62A.1 Title of the Degree** : B.A. / B.A.J.M.C/ B.Sc. / B.Com. / B.C.A. / B.B.A (Honours/Research)
- 62A.2 Faculty Name** : Faculty as stated in Ordinance No. 29,31,34,36,37,38,40,42,49,51,53,54,56,57
- 62A.3 Course Name** : **Bachelor Degree**
Undergraduate (Honours/Research) will be offered in different specializations as covered in Ordinances numbers 29,31,34,36,37,38,40,42,49,51,53,54,56,57 from the academic session 2022-23.of Malwanchal University Indore
- 62A.4** The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com.), Bachelor of Computer Application (B.C.A.), Bachelor of Business Administration (B.B.A.), Bachelor of Home Science (B.H.Sc.) and other similar Undergraduate programmes notified by the University.
- 62A.5** The Ordinance shall be applicable to all such programmes being run by the University in its Teaching Departments (UTDs)/SOS (School of Studies) and its constitute Units for their regular students.
- 62A.6** Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its UTDs/SOS. Admission to the 4-th year (Level 8) shall be available only in the institutions which are offering 4-year Undergraduate Programme. Autonomous colleges with NAAC grade "A" or above can frame their admission guideline completely based on merit subject to the reservation policy of the government.
- 62A.7** Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.
- 62A.8** The admission shall be made on merit calculated on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other

statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.\

62A.9 Student enrolment in a programme/course shall be restricted to the seats allotted by the University. The in-take capacity shall be determined in advance by the university/autonomous college in accordance with the guidelines/norms in this regard issued by the State Government/UGC, MPPURC and other statutory bodies concerned so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website .

62A.10 Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.

62A.11 To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:

- i) Disciplinary/interdisciplinary/Major (48 credits)
- ii) Disciplinary/interdisciplinary/Minor (32 credits)
- iii) Generic Elective (16 credits)
- iv) Discipline Specific Elective (16 credits)
- v) Skill Enhancement Courses/Vocational Courses (12 credits)
- vi) Ability Enhancement Courses (08 credits)
- vii) Field projects/internship/apprenticeship/community engagement and service/research project (28 credits).

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P.Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry

into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

2nd Year

Entry 2. The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of*

her/his the Major Subject. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
- Credits' for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.

62A.12 The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of *Undergraduate Degree and Undergraduate Degree (Honours/Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

62A.13. TYPES OF COURSES

Each of the subject/categories(i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

62A.13.1. Core Course:

Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

62A.13.2 Elective Course:

Generally a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

62A.13.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

62A.13.2.2 Dissertation/Project:

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

62A.13.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

62A.13.3 Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

62A.13.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

62A.14 STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM**62A.14.1 First Year (Level 5):**

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

62A.14.2 Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2 .

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

62A.14.3 Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

62A.14.4 Fourth Year (Level 8):**(a) Bachelor with Honours:**

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2 .

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

62A.14.5 Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 as shown in clause 13.8.

62A.14.6 Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

62A.14.7_.Table-2: Proposed Structure for Undergraduate Programme:UGC CBCS System for Universities /Autonomous Colleges

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/appre nticeship/communityeng agementand service	Credits	Qualification title(Creditrequir ement)
		Subject I	Subject II	Subject III						
Level 5	1	Major	Minor	Generic Elective Course				# Inter/Intra Faculty		
		1 (6 Credits)	1 (6 Credits)	1 (4 Credits)		1 (4 Credits)			6+6+4+4 =20	UndergraduateC ertificate In Main Faculty (40)
	2	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)		1 (4 Credits)			6+6+4+4 =20	
	3	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)				6+6+4+4 =20	UndergraduateD iplomainMain Faculty (80)
Level 6	4	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)				6+6+4+4 =20	
	5	1 (6 Credits)			1 (4 Credits)		DSE-1 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	Bachelor Degree inMain Faculty (120)
	6	1 (6 Credits)					DSE-2 (4 credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
	7	1 (6 Credits)	1 Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	Bachelor Degree (Honours)inMain faculty (160)
Level 7	8	1 (6 Credits)	1 (4 Credits)					1 (10Credits) Research Project	6+4 +10 =20	Bachelor Degree (Research)in Main faculty
	Total	48 Credits	32 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits	

2A.15 . Choice to Select the MOOC Courses:

- a. The Autonomous College/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the Autonomous College/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the College/UTD.
- c. The Autonomous College/UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the Autonomous College/UTD.
- d. The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The Autonomous College/University will take a decision for allowing the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the Autonomous College/UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.
- f. The requirement of project/dissertation, as notified by the respective Autonomous College/UTD need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of Autonomous College/ UTD.

62A.16 Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of atleast seventy-five percent of theory lectures and practicals separately will be required in each course to sit in the semester end examination. For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor/Principal of autonomous colleges.

62A.17 . Examination &Evaluation:

62A.17.1 Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.16.

62A.17.2 The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD/Autonomous College. In case of internal assessment, the college/UTD/University shall distribute and design their assessment so that at least two tests are conducted in a semester.

62A.17.3 UTD/Autonomous colleges may design their own mode of internal assessment with due approval from respective academic council in view of the “Evaluation Reforms in Higher Educational Institutions, 2019” published by the UGC.

62A.17.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.6.

62A.17.5 The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

62A.17.6 In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.

62A.17.7 If a student obtains F or Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University/UTD. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

62A.17.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

62A.17.9 On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.

62A.17.10 In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.

62A.17.11 The provision for review of answer book in semester system will be available as per the existing rules of the University.

62A.17.12 The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.

Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

			Credits Allocated	Distribution of Theory Marks	Distribution of Practical Marks	Tutorial Marks		
	Course Type	Theory	Practical	Tutorials Through CCE)	Internals- (End Semester Exam)	External- (End Semester Practical Exam)		
1	Core/GE/DSE (6)	Type-1	6 NA	NA	40	60	NA	NA
2	Core/DSE/GE (6)	Type-2	4	2	NA	40	60	NA
3	Core/DSE/GE (6)	Type-3	2	4	NA	40	60	NA
4	Core/DSE/GE (6)	Type-4	5	NA	1	40	60	NA
5	DSE/SEC (Vocational Courses) (4)	Type-1	4	0	NA	40	60	NA
6	DSE/SEC (Vocational Courses) (4)	Type-2	3	1(P.T./W/etc.)	NA	40	60	NA
7	DSE/SEC (Vocational Courses) (4)	Type-3	1	3(P.T./W/etc.)	NA	40	60	NA
8	DSE/SEC (Vocational Courses)(4)	Type-4	3	NA	1	40	60	NA
9	AECC (Foundation Course) (4)	Type-1	4	NA	NA	40	60	NA
10	Field-Projects / Internship / Apprenticeship / Community engagement & service/Research Project (6)	NA						
11	Research Methodology(4)	Type-4	3	NA	1	40	60	NA
12	Dissertation (10)	NA						

62A.18 Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

62A.19 Calculation of SGPA /CGPA:**62A.19.1**

The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance 14.

62A.19.2 CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 14,

62A.20 On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off upto second decimal point.

- 62A.21** The student will be examined by the university as per the prevailing syllabus and scheme of examination.
- 62A.22** The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
- 62A.23** A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
- 62A.24** Grade sheets will be developed as given in Ordinance 14.
- 62A.25 Credit Transfer:**
- 62A.25.1** The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
- 62A.25.2** The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank Of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
- 62A.25.3** Except for the cases of provisional promotions, the universities established by M.P.University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.
- 62A.26** If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
- 62A.27** The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
- 62A.28** In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
- 62A.29** If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER**ANNEXURE-S-4****Name of the University****GRADE SHEET****Name of the Institute****Address of the Institute****Name of the Programme**

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20		-	138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10**Date of Result****Controller of Examination****Vice Chancellor**

G H Raison University, chhindwara**ORDINANCE No. 136 A****Ordinance for three/ four years Undergraduate Degree (CBCS Semester Mode)****Implementation of New Education Policy 2020 in**

B.Com. /B.B.A. / B.Sc. (IT) / B.S.W / B.B.M IN T. & T. / B.B.M IN S.M / B.VOC / B.Sc. (Physics, Chemistry, Mathematics, Zoology, Botany, Biotechnology and Computer Science) / B.A. (Film, Television and New Media Production) / B.A.M.C / B.A.(Civil Services) / B.A. / B.J.M.C (Honors/ Research)

(This ordinance is framed as per the "Guidelines for multiple entry and exit in Academic programmes offered in Higher Education Institutions" issued by UGC, under NEP 2020)

1. The provisions of this Ordinance shall be applicable on pre published ordinance such as B.Com. /B.B.A. / B.Sc. (IT) / B.S.W / B.B.M IN T. & T. /B.B.M IN S.M / B.VOC / B.Sc. (Physics, Chemistry, Mathematics, Zoology, Botany, Biotechnology and Computer Science) / B.A. (Film, Television and New Media Production) / B.A.M.C/ B.A.(Civil Services) / B.A. / B.J.M.C for respective ordinance nos. 5,6,39,44,46,47,48,59,62, 64, 69, 79, 81 from the academic session 2022-23

2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as B.Com. /B.B.A. / B.Sc. (IT) / B.S.W / B.B.M IN T. & T. /B.B.M IN S.M / B.VOC / B.Sc. (Physics, Chemistry, Mathematics, Zoology, Botany, Biotechnology and Computer Science) / B.A. (Film, Television and New Media Production) / B.A.M.C/ B.A.(Civil Services) / B.A. / B.J.M.C for respective ordinance nos. 5,6,39,44,46,47,48,59,62, 64, 69, 79, 81 and other similar Undergraduate programmes notified by the University which previously published in the official gazette of Madhya Pradesh Government

3. The Ordinance shall apply to all such programmes being run by the University under its UTD's (University Teaching Department) / SOS (School of Studies) and its constituent units for its regular students.

4. Admission rules and guidelines for admission to these programme will be framed by the University for admission SOS and by the State Government for admission in to the 4th year (Level 8) shall be as per the NEP admission guidelines and completely based on merit subject to the Government's reservation policy

5. Students who have completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal, or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.

6. The admission shall be made on merit calculated on the basis of criteria notified by the University/State Govt, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the Government from time to time

7. Student enrolment in a programme/course shall be restricted to the seats as sanctioned by the State Regulatory Commission

8. The in-take capacity shall be determined in advance by the University following the guidelines/norms issued by the State Government, UGC and MPPURC the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website or admission portal of Department of Higher Education.

9. Depending upon the academic and physical facilities available, the university/college may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the second year/third year/fourth year of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies

10. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8 Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) qualification (Table 1) The four-year undergraduate programme shall comprise courses under the following subjects/categories:

- i. Disciplinary/interdisciplinary Major (Core Course - DSE) (64 credits)
- ii. Disciplinary/interdisciplinary Minor (32 credits)
- iii. Generic Elective (16 credits)
- iv. Skill Enhancement Courses/Vocational Courses (12 credits)
- v. Ability Enhancement Courses (08 credits)
- vi. Field projects/internship/apprenticeship/community engagement and service/research project (28 credits)

NB.. For BBA/B CA/B H Sc and like programmes, a group/subject shall be chosen as Major/Minor/Generic Elective

Qualification and Credit Requirements are given in Table 1 The entry and exit options for students, who enter the undergraduate programme, are as follows.

1st Year (First & Second Semester-Level 5)

Entry 1 The entry requirement for first semester in Level 5 is successful completion of Class 12 from M P Board of Secondary Education, Bhopal, or an equivalent examination from any other board recognised by the State Government University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements

Exit 1: If a student passes all the courses of Level 5 and earns the requisite number of credits, the student will become entitled to an *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with Undergraduate certificate in hand

2nd Year (Third & Fourth Semesters-Level 6)

Entry 2. The entry requirement for fourth semester in *Level 6 is the successful completion of Level 5* A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements

Exit 2: If a student passes all the courses of Level 5 & 6 and earns the requisite number of credits, the student becomes entitled to an *Undergraduate Diploma in the faculty of her/his Major Subject* If she/he wants to exit, can exit the programme with Undergraduate Diploma in hand A diploma requires 80 credits with 40 credits in each of the two levels

3rd Year (Fifth & Sixth Semester-Level 7)

Entry 3. The entry requirement for semester six *in Level 7 is successful completion of Level 5 & 6.* A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e., first to six semesters and earns the requisite number of credits, the student becomes entitled to the *Undergraduate Degree in the faculty of her/his Major Subject.* A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7

4th Year (Seventh & Eighth Semester-Level 8)

Entry 4. An individual seeking admission to a Bachelor's degree (Honours/Research) (Level 8) in a specified field of learning would have completed all requirements of the relevant three-year *bachelor degree (Level 7)* After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 75 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled to an Undergraduate Degree (Honours/Research) in the faculty of her/his Major Subject A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8

Table-1: Qualification Type and Qualification

Levels	Qualification title	Credit Requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme (Programme duration first year of two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor Degree in the faculty of the Major Subject (Programme duration Three years or six semesters)	120
Level 8	Bachelor Degree in the faculty of Major Subject (Honours/Research) (Programme duration Four years or eight semester)	160

The credits will be awarded by the University the credit can be calculated as follows

- One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of one credit.
- Credits for internship shall be **one credit per week of training**, subject to a maximum of six credits in a semester.

11. The minimum duration of the undergraduate degree programme shall be of three academic years/six semesters, whereas that of undergraduate degree leading to Honours/Research shall be of four academic years/eight semesters

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again

The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Research) programme for regular students shall be 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

TYPES OF COURSES

Each of the subject/categories (i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

12.1. Core Course: Such courses which shall compulsorily be studied by the student as a core requirement of the programme

12.2. Elective Course:

Generally, a course which the student can choose from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course

12.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective the University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study)

12.2.2 Dissertation/Project

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course independently with advisory support by a teacher/faculty member is called dissertation/project. It is considered a special course involving the application of knowledge in solving/analysing/exploring a real-life situation /difficult problem for a bachelor degree with honours/research A Project/Dissertation work would be of credits, as decided by the competent body The student will do this work under the guidance of a faculty member

12.2.3 Generic Elective (GE) Course

An elective course chosen generally from an unrelated discipline/subject to seek exposure of other fields is called a Generic Elective course

12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses

"AECC" courses are the courses based upon the content that leads to Knowledgeenhancement, such as,

- Environmental Education
- English/Hindi Communication is mandatory for all disciplines

SEC courses are value-based/skill-based and may also be designed to enhance skills of the Major Subject they are aimed to provide hands-on training competencies, skills, etc

12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University based on the curriculum issued by the UGC under LOCF with maximum deviation of 20%

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

13.1. First Semester:

A student shall be declared to have successfully completed the first semester if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Course (AEC)

13.2. Second Semester (Level 5):

A student shall be declared to have successfully completed the second semester if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Course (ABC)

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty, a student passing Grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing Grade 12 with arts faculty can choose major and minor subjects from arts faculty only Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subjects can be chosen from any faculty However, allotment of choices will be subject to the provisions of admission guidelines

13.3. Third Semester:

A student shall be declared to have successfully completed the third semester. if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Skill Enhancement Course (SEC)/Vocational Course

13.4 Fourth Semester (Level 6)

A student shall be declared to have successfully completed the fourth semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Skill Enhancement Course (SEC)/Vocational Course

The student shall be given a single chance at the entry of level 6 to interchange the major and minor subjects However, in such cases, it will be the students' responsibility to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course Only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree

13.5. fifth Semester:

A student shall be declared to have successfully completed the fifth semester, if he/she acquires 6 credits in Core Courses of the major subject, 4 credits in Skill Enhancement Course (SEC)/Vocational Course, 4 credits in discipline specific elective (DSE) of the major subject and 6 credits in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and/or minor subjects

13.6. Sixth Semester (Level 7):

A student shall be declared to have successfully completed the sixth semester, if he/she acquires 6 credits in Core Courses of the major subject, 8 credits in discipline specific elective (DSE) of the major subject and 6 credits in Field Projects internship/ apprenticeship/ community engagement and services, preferably related to major and/or minor subjects

13.7. Seventh Semester:

Bachelor with Honours/Research

A student shall be declared to have successfully completed the seventh semester with honours, if he/she acquires 6 credits in core courses of the Major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subject, and 6 credits in field project/ internship/ apprenticeship related to the major subject A student shall be declared to have successfully completed the seventh semester with research, if he/she acquires 6 credits in core courses of the Major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subject, and 6 credits in research project

13 8. Eighth Semester (Level 8):

Bachelor with Honours/Research:

A student shall be declared to have successfully completed the eighth semester with honours, if he/she acquires 6 credits in core courses of the Major subject, 4 credits in dissertation, and 10 credits in field project/ internship/ apprenticeship related to the major subject.

A student shall be declared to have successfully completed the eighth semester with research, if he/she acquires 6 credits in core courses of the Major subject. 4 credits in Minor, and 10 credits in research project

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC

13.9 Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to 6 credits per year in the entire tenure of the 3-year undergraduate degree programme after paying due fees for registration and examination

13.10 A student may change the generic elective subject in each year of the 3-year undergraduate degree programme.

		Main Faculty (As per Prerequisite)		Any Faculty	Skill Enhancem ent course (SEC)	Ability Enhancem ent (AEC)	Field Project / Internship / apprenticeship / Community engagement and service	Credits	Qualification title (Credit requirement)
		Subject - I	Subject -II	Subject - III					
		Level 4	Semeste	Core	DSE	Minor	Generic Elective Course	Vocational Course	Inter / Intra faculty
Level 5	1	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)		1(4 Credits)	6+6+4+4 =20	(40) Undergradu ate Certificate in main Faculty
	2	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)		1 (4 Credits)	6+6+4+4 =20	
Level 6	3	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)	1 (4 Credits)		6+6+4+4 =20	(80) Undergradu ate Diploma in main Faculty
	4	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)	1 (4 Credits)		6+6+4+4 =20	
Level 7	5	1 (6 Credits)	1 (4 Credits)			1 (4 Credits)	1 Field project / Internship / apprenticeship (6 credits)	6+4+4+6 =20	(120) Bachelor Degree in main Faculty
	6	1 (6 Credits)	2 (4 Credits) + (4 Credits)				1 Field project / Internship / apprenticeship (6 credits)	6+4+4+6 =20	
Level 8	7	1 (6 Credits)	1 (4 Credits)	1 Research Methodolo gy (4 Credits)			1 Field project / Internship / apprenticeship (6 credits)	6+4+4+6 =20	(160) Bachelor degree (Honours) in main Faculty Bachelor Degree (Research) in main faculty
	8	1 (6 Credits)		1 (4 Credits)			1 Field project / Internship / apprenticeship (6 credits)	6+4+10= 20	
Total		48 Credits	16 Credits	32 Credits	16 Credits	12 Credits	8 Credits	28 Credits	160 Credits

Choice to select the MOOC Courses:

The SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central Government or the state government for credit transfer

b The students will have the choice to opt elective-generic/Skill Enhancement Ability Enhancement courses from the courses available within the or in other of the same universities but from same level of the programmes An alternate choice will also be available to the students to opt for courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active Learning for Young Aspiring Minds) platform with the permission of the University.

c. The / shall offer elective-generic courses in each programme on merit basis across the disciplines the number of seats in the course will depend on available facilities in the University.

d. The students can also opt for a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform

e. The University/ will decide to allow the online courses of SWAYAM if

- i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution
- ii) Every student opting for a course available on SWAYAM platform would be required to register for the course at SWAYAM The student will pay the stipulated fee to SWAYAM for registering the course, if required
- iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc essential for pursuing the courses shall be made available in adequate measure by the The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and facilitate/conduct the lab/practical sessions/examinations

f. The requirement of project/dissertation, as notified by the respective University/needs to be undertaken by the candidate for the specified credits The project may be undertaken in any of the National and State Laboratories/Institutes/ Companies /Industries with the approval of University.

15 Requirement of attendance will be as per University Ordinance governing the examinations in general, attendance of at least seventy-five percent of theory lectures and practicals separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in the percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor/Principal of University's.

13. Examination Evaluation

- Generally, each course will correspond to an examination paper comprising of external and internal evaluations. The Semester end theory examination for Major , Minor , Generic and DSE will be 3 hours while Vocational (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration.
- The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will

be conducted three points of time in a semester by conducting three tests of 20 marks each of these , two must be written tests and third may be written Quiz / Seminar/ Assignment for theoretical courses marks obtained in best two tests out of three will be awarded to the student , each student shall have to appear in at least two tests and End Semester Examination , failing which , the student will be awarded Ab Grade in that course , in case of Laboratory / Field / Project Report, Practical Semester End Exam, viva if any will be decided by the University, In case of Internal assessment , the University shall distribute and design their assignment so that at least two tests are conducted in a semester.

- University may design their mode of internal assessment with due approval from the respective academic council in view of the Evaluation reforms in Higher Educational Institutions, 2019” published by the UGC.
- The Total marks obtained in Semester –End Examination and Continuous evaluation will be considered for awarding the grade in the course.
- For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 4.0.
- The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

- In case statutory bodies of the programme issue the guidelines regarding the minimum passing percentage of marks, then grading will be done in the following manner.
- If the marks obtained by the student in a course are less than the minimum out-off percentage of marks, then F grade will be awarded otherwise, the grades will be awarded as per above-mentioned table.
- If a student obtains F or Ab grade in any course(s), he/she will be treated as having failed in the course(s) He/she has to reappear in the examinations of that courses as Conducted by the University Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
- The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester In such cases the student will not be promoted to the next semester.
- If a student passes in all the courses offered in any semester, then the student will be declared pass in that semester If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Tern) in those courses in which he/she fails.
- If the student fails to pass all the courses in the next ATKT examination the provisional promotion will be terminated but he/she will be given second chance to pass the failed courses. Suppose the student does not successfully complete the concerned semester even after the aforesaid second chance In that case, she/he shall be treated as fail in that

semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

- Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The University may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships if the student withdraws within one month from starting the academic semester, the semester fee will not be charged again.
- The provision for review of answer book in semester system will be available as per the existing rules of the University.
- The theoretical and practical courses can be repeated whenever offered or conducted by the University but within the maximum duration of the programme He/she can avail multiple repeat attempts to pass the course.
- The student can choose their choice based elective course from other schools as per his/her choices, the grade for the same will be sent to the concerned school for further process where the student is enrolled. The result will be declared by the University through the concerned school.

Structure of Credit Course (Semester System)

	Course (Credit)	Course type	Credit Allocated			Distribution of theory Marks		Distribution of Practical Marks		Tutorial Marks
			Theory	Practical	Tutorial	Internal (Through C.C.E)	External (End Semester Exam)	Internal	External (End Semester Practical Exam)	
1	Course (6)	Type - 1	6	NA	NA	40	60	NA	NA	NA
2	Course (6)	Type -2	4	2	NA	40	60	40	60	NA
3	Course (6)	Type -3	2	4	NA	40	60	50 (through CCE)	50	NA
4	Course (6)	Type -4	5	NA	1	40	60	NA	NA	100
5	GE/DSE/S EC (4)	Type -1	4	0	NA	40	60	NA	NA	NA
6	GE/DSE/S EC (4)	Type -2	3	1 (P.T.W.etc)	NA	40	60	NA	100	NA
7	DSE/SEC (4)	Type -3	1	3 (P.T.W.etc)	NA	40	60	50 (through CCE)	50	NA
8	DSE/SEC (4)	Type -4	3	NA	1	40	60	NA	NA	100
9	AECC(4)	Type -1	4	NA	NA	40	60	NA	NA	NA

10	Field Project / Internship / apprenticeship / Community engagement and service (6/10)	NA	i) Field Project / Internship / apprenticeship / Community engagement and service 4/6 Credits (75 Marks) ii) Evaluation of Report 2/4 Credit (25 marks)							
11	Research Methodology (40)	Type -4	3	NA	1	40	60	NA	NA	100
12	Dissertation / Research Project (4/6/10)	NA	Evaluation of thesis 2/4/6 credits (50 marks) + Pre submission viva-voce 1/1/2 credit Ps marks + External viva-voce 1/1/2 (credit +25marks)							

Evaluation and Certification of MOOCs and Vocational courses

- The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and of MOOCs, Vocational certification courses, Field Projects Internship/Apprenticeship/Community engagement & service/Research Project.

Calculation of SGPA & CGPA

18.1 Calculation of SGPA

Semester Grade Point Average (SGPA) is a measure of performance of the student in a semester. It is the ratio of total credit points secured by a student in various courses registered in that semester and the total course credits taken during that semester, i.e

$$SGPA = \frac{\sum_{i=1}^n C_i \times (GP)_i}{\sum_{i=1}^n C_i}$$

Where S_i is the i^{th} year, C_i is the number of credits of the i^{th} course in the semester (S_i) and G_i is the grade point scored by the student in the i^{th} course.

The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses if any. The SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

Course	Credits (C)	Grade	Grade Point (GP)	Credit Points (C x GP)	SGPA (Total Credit Point/Total Credit)
Course 1	6	A	8	48	146/20=7.30
Course 2	6	C	5	30	
Course 3	4	B+	7	28	
Course 4	4	O	10	40	
TOTAL	20	-	-	146	

18.2 Calculation of CGPA

CGPA is a measure of the overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the credits of all courses in all the semesters completed. The CGPA will be calculated as per follows.

$$CGPA = \frac{\sum [C_i \times SGPA (S_i)]}{\sum C_i}$$

Where SGPA (S_i) is the SGPA of the i^{th} year and C_i is the total number of credits in the i^{th} semester.

Semester	Credits	SGPA	Credits X AGPA	CGPA
1	20	7.50	150.00	CGPA = Total (Credits & SGPA) / Total Credits CGPA = 1229.60/160 = 7.685 = 7.69 (rounded off to second decimal point)
2	20	7.58	151.60	
3	20	7.32	146.40	
4	20	8.34	166.80	
5	20	7.58	151.60	
6	20	7.32	146.40	
7	20	8.34	166.80	
8	20	7.50	150.00	
TOTAL	160	-	1229.60	

On completing all requirements for the award of the undergraduate certificate/diploma/degree, the CGPA will be calculated, and this value will be indicated on the certificate/diploma/degree. The 3-years (6 semester) and 4-years (8 semester) undergraduate degrees should also indicate the Division obtained as per follows.

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = \frac{\text{CGPA obtained} \times 100}{10}$$

The percentage will be rounded off up to the second decimal point.

The student will be examined by the University as per the prevailing syllabus and scheme of examination.

The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum required credits for the certificate/diploma/degree.

A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.

Grade sheets will be developed by the University College based on model Annexures S1 to S4.

Credit Transfer

- The credit transfer shall be implemented as per the policy of the University framed in accordance with the guidelines issued by the UGC from time to time.
- The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
- Except for the cases of provisional promotions, the universities established by M P University Act, 1973 shall facilitate credit transfer of students between them however, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the University in which the student seeks admission.
- The guidelines, related to this programme, issued by the statutory body i.e. UGC issued from time to time will be adopted for implementation.
- In matters not covered under this Ordinance, general rules of the University shall be applicable, otherwise, the state government's directions shall be applicable.
- If UGC notifies any change in future in its regulations in this regard, the same will be incorporated in the existing Ordinance with the approval by concerned Regulatory Authorities.

Overall Governance

- The Overall Governance of the Programme under this ordinance will be clone as per the Guidelines issued by higher education department of Government of Madhya Pradesh through the Ordinance of 14 A / 14 B.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA - Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER**ANNEXURE-S-3****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER**ANNEXURE-S-4****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20	-		138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

Symbiosis University of Applied Sciences, Indore

Ordinance for three years Undergraduate Degree

Subsequent Ordinance 28A

1. The provisions of this Ordinance shall be applicable on pre published Ordinance No. 27 (B.Com) from the academicsession 2022-23.
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degreeundergraduate programmeof Ordinance No. 27 (Bachelor of Commerce)notified by the University.
3. The Ordinance shall be applicable to all such programmes being run by the University in its Teaching Departments (UTDs)/SOS (School of Studies)and its constituent units for thirregular students.
4. Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its UTDs/SOS.
5. Students who have successfully completed Grade 12School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.
6. The admission shall be made on meritcalculated on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC, other statutory bodies and MPPURC concerned and taking into account the reservation policy issued by the government from time to time.
7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University.The in-take capacity shall be determined in advance by the university in accordance with the guidelines/norms in this regard issued by the State Government/UGC/MPPURC and other statutory bodies concerned so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website.
8. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programmefor lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.

9. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:

- i) Disciplinary/interdisciplinary/Major (48 credits)
- ii) Disciplinary/interdisciplinary/Minor (32 credits)
- iii) Generic Elective (16 credits)
- iv) Discipline Specific Elective (16 credits)
- v) Skill Enhancement Courses/Vocational Courses (12 credits)
- vi) Ability Enhancement Courses (08 credits)
- vii) Field projects/internship/apprenticeship/community engagement and service/research project (28 credits).

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

2nd Year

Entry 2. The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with

Undergraduate Diploma in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for **Level 7 is successful completion of Level 5&6.** A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the **Undergraduate Degree in the faculty of her/his Major Subject.** A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a **Bachelor's degree (Honours/Research) (Level 8)** in a specified field of learning would have completed all requirements of the relevant **three-year bachelor degree (Level 7).** After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for **Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject.** A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the	80

	undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	
Level 7	Bachelor' Degree in the faculty of the Major Subject(Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
 - Credits' for internship shall be **one credit per week** of internship.
11. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.
- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of *Undergraduate Degree and Undergraduate Degree (Honours/Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

12. TYPES OF COURSES

Each of the subject/categories(i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

12.1. Core Course: Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

12.2. Elective Course:

Generally a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

12.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

12.2.2 Dissertation/Project:

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

12.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM**13.1. First Year (Level 5):**

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

13.2. Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2.

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

13.3. Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2.

13.4. Fourth Year (Level 8):**(a) Bachelor with Honours:**

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2.

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

13.5. Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 shown in clause 13.8.

13.6. Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

13.8. Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for Universities / Autonomous Colleges
Proposed Structure for Undergraduate Programme: UGC CBCS System for Universities / Autonomous Colleges – B.Com

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/Internship/appre- nticeship/community eng- agement and service	Credits	Qualification title (Credit require- ment)
		Subject I	Subject II	Subject III						
Level 5	1	Major Financial Accounting (4) Essentials of Banking (3) Micro Economics (4)	Minor Business Communication (3) Business Laws (3)	Generic Elective Course		IDSC (4)		# Inter/Intra Faculty	Minimum 6+6+4+4 = 20 Actual (11+6+4) = 21	(40) Undergraduate Certificate in Main Faculty
	2	Corporate Accounting (4) Macro Economics (4) Financial Management (4)	Environmental Studies (3) Corporate Laws (4)			IDSC (4)			Minimum 6+6+4+4 = 20 Actual (12+7+4) = 23	
	3	Income Tax Law and Practice (4)	Organisation Behaviour (3) Management Principles and Applications (3)	Business Statistics (4) E-Commerce (4)		IDSC (4)		Internship (8)	Minimum 6+6+4+4 = 20 Actual (4+6+8+4) = 30	(80) Undergraduate Diploma in Main Faculty
Level 6	4	Cost and Management Accounting (4) Human Resource Management (3)	Principles of Marketing (3) Business Environment (3)	Business Mathematics (4)	Computer Applications in Business (4)	IDSC (4)			Minimum 6+6+4+4 = 20 Actual (7+6+4+4+4) = 25	

Level 7	5	Banking and Insurance (4)		Entrepreneurship (4)	Personal Finance (4)	IDSC (3)	Financial Markets, Institutions and Financial Services (4)	Internship (8)	Minimum 6+4+4+6 = 20 Actual (4+4+4+3+4+8) = 27	(120) Bachelor Degree In Main Faculty
	6	Indirect Tax Laws (4) Fundamental of Investments (4)			Tally ERP (4)		Auditing and Corporate Governance (4) Strategic Management (4)	Internship (4)	Minimum 6+4+4+6 = 20 Actual (8+4+8+6) = 24	
Level 8	7	Mutual Funds (4) Data Analytics (4)	Research Methodology (4 Credits)				Project Management (4)	Internship (6)	Minimum 6+4+4+6 = 20 Actual (8+4+4+6) = 22	(160) Bachelor Degree (Honours) In Main faculty
	8	Financial Statement Analysis (4) Financial Planning & Analysis (4)	Risk Management (4)					Industry Research project (10)	Minimum 6+4+10 = 20 Actual (8+4+10) = 22	Bachelor Degree (Research) in Main faculty
Total		62 Credits	33 Credits	16 Credits	12 Credits	19 Credits	16 credits	36 Credits	194 Credits	

Explanations:

The B.Com Program in Symbiosis University of Applied Sciences is conducted under the aegis of School of Banking Financial Services and Insurance (BFSI). As the program is BFSI focused; most of the core finance courses have been defined as Major Courses. General Management and other Discipline courses have been earmarked as Minors. Skill Courses focus on areas which have a demonstrable outcome.

14. Choice to Select the MOOC Courses:

- a. The Autonomous College/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the Autonomous College/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the College/UTD.
- c. The Autonomous College/UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the Autonomous College/UTD.
- d. The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The Autonomous College/University will take a decision for allowing the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the Autonomous College/UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.
- f. The requirement of project/dissertation, as notified by the respective Autonomous College/UTD need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of Autonomous College/ UTD.

15. Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of atleast seventy-five percent in theory lectures and undred percent in practicals separately will be required in each course to sit in the semester end examination. For special reasons such as prolonged illness deficiency in percentage of attendance notexceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor.

16. Examination &Evaluation:

- 16.1 Generally each course will correspond to an examination paper comprising of external and internal valuations. The end semester theory examinations will be of 3 hours. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.16. A detailed Syllabi and Scheme of Examination may be seen in the Course Curriculum Pack of the various programs of the university.
- 16.2 The question paper of the end term examination should preferably contain long answer, short answer and very short answer type questions. The continuous evaluation of the student, in Theory component of the courses, will be conducted in form of Three Unit Tests/Mid Semester Tests. Marks from two better performances of the student, out of these three, will be taken into account for preparation of result. Student will have to compulsorily attend and pass individually, all three Unit Tests/ Mid Semester Tests, i.e. minimum 40 % marks to be obtained in all three MSTs separately. If any student does not appear in any of the three tests or get fail in even in one of the three tests, then she/he will not be allowed to appear in Term End Exams. Such students will be put in the category of TNG (Term Not Granted). The student should also complete successfully, the Term Work in all the courses (practical as well as skill), due for the Semester, otherwise will not be allowed to appear in Term End Exam. A detailed description of the TNG rules are given in Exam Policy of Symbiosis University of Applied Sciences, Indore. One also needs to pass the End Semester Examination separately; failing which, the student will be awarded F Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD/School of Study.
- 16.3 School of Study/UTDs may design their own mode of internal assessment with due approval from respective Board of Studies and academic council in view of the

“Evaluation Reforms in Higher Educational Institutions, 2019” published by the UGC.

- 16.4** Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.6.
- 16.5** The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	91-100
A+	9	Excellent	81-90
A	8	Very good	71-80
B+	7	Good	61-70
B	6	Above Average	51-60
C	5	Average	41-50
P	4	Pass	40
F	0	Fail	0-39
Ab	0	Absent	Absent

- 16.6** In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:
If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.
- 16.7** If a student obtains F or Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University/UTD. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
- 16.8** The A student must acquire at least 50% credits from the current year to be eligible for admission to the subsequent year, else the student will be given Year Down (YD).
Students earning 50% credits, but failing in any of the courses, will be provisionally promoted to the next year with ATKT (Allowed To Keep Term).

A student can not appear in exam of Sem V, if she/he has not passed all the courses of Sem I and II.

Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

- 16.9** On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- 16.10** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming year. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- 16.11** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 16.12** The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- 16.13** Applicable to School of Study/UTDs in the same universities: The School of Study/UTDs, where students from other School of Study/UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

Table 3: Structure of Credit Course (Semester System)

Course (Credit)	Course Type	Credits Allocated			Distribution of Theory Marks		Distribution of Practical Marks		Distribution of Skill Marks	
		Theory	Tutorial	Practical	Internal (Through CCE)	External (End Semester Exam)	Internal (Through CCE)	External (End Semester Practical Exam)	Internal (Through CCE)	External (End Semester Industry/Assessment)
1 Core/GE/DSE (4)	Type-1	1	1	1	50	50	40	40	10	10
2 Core/GE/DSE (3)	Type-2	1	0	1	50	50	40	40	10	10
3 Core/GE/DSE (3)	Type-3	0	0	1	NA	NA	40	40	10	10
4 DSE/SEC (Vocational Courses) (4)	Type-1	1	1	1	50	50	40	40	10	10
5 DSE/SEC (Vocational Courses) (3)	Type-2	1	0	1	50	50	40	40	10	10
6 AECC (Foundation Course) (3)	Type-5	0	0	0	NA	NA	NA	NA	10	10
7 AECC (Foundation Course) (3)	Type-4	2	0	0	50	50	NA	NA	10	10
8 AECC (Foundation Course) (Non-Credit) Only Required to pass the course	Type-6	0	0	0	100	NA	NA	NA	0	0
9 Field-Projects / Internship / Apprenticeship / Community engagement & service/Research Project (6)	Type-3	(i) Field-Projects / Internship / Apprenticeship / Community engagement & service: 6 Credits (150 Marks) (ii) Evaluation of Report 2 Credit (50 Marks)								
10 Field-Projects / Internship / Apprenticeship / Community engagement & service/Research Project (14)	Type-3	(i) Field-Projects / Internship / Apprenticeship / Community engagement & service: 10 Credits (200 Marks) (ii) Evaluation of Report 4 Credits (100 Marks)								

Type 1: Contains L+T+P+S Type 2: Contains L+P+S Type 3: Contains P+S

Type 4: Contains L+S Type 5: Contains only S Type 6: Non-credit Courses

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

18. Calculation of SGPA/CGPA:

- 18.1** The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance 14.

- 18.2** CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 14,

- 19.** On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree.

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off upto second decimal point.

- 20.** The student will be examined by the university as per the prevailing syllabus and scheme of examination.
- 21.** The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
- 22.** A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
- 23.** Grade sheets will be developed as given in Ordinance 14.
- 24. Credit Transfer:**

- 24.1** The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.

- 24.2** The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank Of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
- 24.3** Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.
- 25.** If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
- 26.** The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
- 27.** In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
- 28.** If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS OBTAINED						
CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER**ANNEXURE-S-4****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20		-	138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

AVANTIKA UNIVERSITY, UJJAIN

Ordinance 14 A

Ordinance for three/four years Undergraduate Degree (CBCS Semester Mode)

(As per the “Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions” issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of this Ordinance shall be applicable on pre established UG (Semester) Ordinances from the academic session 2022-23
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com.), Bachelor of Computer Application (B.C.A.), Bachelor of Business Administration (B.B.A.), Bachelor of Home Science (B.H.Sc.), BJMC, BJ and other similar Undergraduate programmes notified by the University under ordinance no 2.
3. The Ordinance shall be applicable to all such programmes being run by the University in its SOS (School of Studies) for their regular as well as non-collegiate (private) students.
4. Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its SOS. Admission to the 4th year (Level 8) shall be available only in the institutions which are offering 4-year Undergraduate Programme.
5. Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.
6. The admission shall be made on merit calculated on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.
7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University. The in-take capacity shall be determined in advance by the university in accordance with the guidelines/norms in this regard issued by the State Government/UGC, MPPURC and other statutory bodies concerned so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website.
8. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.

9. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents bachelor's degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:

- i) Disciplinary/interdisciplinary/Major (48 credits)
- ii) Disciplinary/interdisciplinary/Minor (32 credits)
- iii) Generic Elective (16 credits)
- iv) Discipline Specific Elective (16 credits)
- v) Skill Enhancement Courses/Vocational Courses (12 credits)
- vi) Ability Enhancement Courses (08 credits)
- vii) Field projects/internship/apprenticeship/community engagement and service/research project (28 credits).

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

2nd Year

Entry 2. The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5 & 6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;

- Credits' for internship shall be *one credit per week* of internship, subject to a *maximum of six credits in a semester*.

11. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

12. TYPES OF COURSES

Each of the subject/categories(i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

12.1. **Core Course:** Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

12.2. **Elective Course:**

Generally, a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

12.2.1 **Discipline Specific Elective (DSE) Course:**

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

12.2.2 **Dissertation/Project:**

An elective course designed to acquire special/advanced knowledge, Such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

12.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM**13.1. First Year (Level 5):**

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

13.2. Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2 .

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

13.3. Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

13.4. Fourth Year (Level 8):**(a) Bachelor with Honours:**

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2 .

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

13.5. Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 as shown in clause 13.8.

13.6. Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

13.8. Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for Universities

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/apprenticeship/community engagement and service	Credits	Qualification title (Credit requirement)
		Subject I	Subject II	Subject III						
Level 5	1	1 (6 Credits)	Minor 1 (6 Credits)	Generic Elective Course 1 (4 Credits)	Vocational Course 1 (4 Credits)	1 (4 Credits)		# Inter/Intra Faculty	6+6+4+4 =20	(40) Undergraduate Certificate in Main Faculty
	2	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 =20	(80) Undergraduate Diploma in Main Faculty
	3	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 =20	(120) Bachelor Degree in Main Faculty
Level 6	4	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 =20	
	5	1 (6 Credits)			1 (4 Credits)		DSE-1 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
	6	1 (6 Credits)					DSE-2 (4 credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
Level 7	7	1 (6 Credits)	1 Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	(160) Bachelor Degree (Honours) in Main Faculty
	8	1 (6 Credits)	1 (4 Credits)					1 (10 Credits) Research Project	6+4+10 =20	Bachelor Degree (Research) in Main Faculty
Total		48 Credits	32 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits	

14. Choice to Select the MOOC Courses:

- a. SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available or in other University departments of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the College/UTD.
- c. The SOS shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the university.
- d. The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The University will take a decision for allowing the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the SOS. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.
- f. The requirement of project/dissertation, as notified by the respective SOS need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of SOS.

- 15. Requirement of attendance will be as per University Ordinance governing the examinations.**
- In general attendance of atleast seventy-five percent of theory lectures and practicals separately will be required in each course to sit in the semester end examination.
- For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor/Principal of autonomous colleges.

16. Examination & Evaluation:

- 16.1** Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.16.
- 16.2** The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD/Autonomous College. In case of internal assessment, the college/UTD/University shall distribute and design their assessment so that at least two tests are conducted in a semester.
- 16.3** UTD/Autonomous colleges may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
- 16.4** Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.6.
- 16.5** The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

- 16.6** In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:
If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.
- 16.7** If a student obtains F or Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
- 16.8** The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.
- If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.
- If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.
- Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- 16.9** On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- 16.10** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- 16.11** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 16.12** The theoretical and practical courses can be repeated whenever offered or conducted by the University but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- 16.13** Applicable to SOS in the same universities: The SOS, where students from other schools are registered for choice based elective course(s), will send the Grade to the concerned SOS where the student is enrolled. The result will be declared by the SOS where the student has taken admission.

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

18. Calculation of SGPA /CGPA:**18.1 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)**

Semester Grade Point Average (SGPA) is a measure of performance of the student in a semester. It is the ratio of total credit points secured by a student in various courses registered in that semester and the total course credits taken during that semester, i.e.

$$SGPA (S_i) = \Sigma(C_i \times G_i) / \Sigma C_i$$

where S_i is the i th year, C_i is the number of credits of the i th course in the semester: (S_i) and (G_i), is the grade point scored by the student in the i th course.

18.2 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses if any. The SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet**Calculation of SGPA**

Course	Credits (C)	Grade	Grade Point (GP)	Credit Point (C X GP)	SGPA Total Credit Point/Total Credit)
Course 1	6	A	8	48	146/20= 7.30
Course 2	6	C	5	30	
Course 3	4	B+	7	28	
Course 4	4	O	10	40	
TOTAL	20			146	

18.3 CGPA is a measure of the overall cumulative performance of a student over all the semester completed. The CGPA is the ratio of total credits points secured by a student in Various courses in all the semester completed and the sum of the credits of all courses in all the semesters completed. The CGPA will be calculated as per follows

$$CGPA = \Sigma(C_i \times (SGPA) S_i) / \Sigma C_i$$

Where SGPA (S_i) is the SGPA of the i^{th} year and C_i is the total number of credits in the i^{th} semester.

Calculation of CGPA: (Table)

Semester	Credits (C)	SGPA	Credits X AGPA	CGPA
1	20	7.50	150.00	CGPA = Total (Credits X SGPA)/ Total Credits CGPA =1229.60/160 = 7.685 =7.69 (Rounded off to second decimal point)
2	20	7.58	151.60	
3	20	7.32	146.40	
4	20	8.34	166.80	
5	20	7.58	151.60	
6	20	7.32	146.40	
7	20	8.34	166.80	
8	20	7.50	150.00	
Total	160		1229.60	

19. On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated, and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as followed to facilitate its application in other academic matters:

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off up to second decimal point.

20. The student will be examined by the university as per the prevailing syllabus and scheme of examination.
21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
22. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.

- 23.** Grade sheets will be developed as per Annexure S1 to S4
- 24. Credit Transfer:**
- 24.1** The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
- 24.2** The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
- 24.3** Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.
- 25.** If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
- 26.** The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
- 27.** In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
- 28.** If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University and shall be implemented with immediate effect.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20			138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

VIT University, Sehore

Ordinance 10 A

Ordinance for three/four year Undergraduate (CBCS Semester Mode)

As per the “Guidelines for Multiple Entry and Exit in Academic Programme” issued by UGC, New Delhi under National Education Policy 2020

1. The provisions of this Ordinance shall be applicable on Ordinance No.02, Bachelor of Business Administration (BBA) from the academic session 2022-23.
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Business Administration (B.B.A) and other similar Undergraduate Programmes offered by **VIT Bhopal University**, Sehore, Madhya Pradesh.
3. Admission rules and guidelines for admission to these programmes have been framed by the University for admission in its institutions. Ordinance No. 02 “Faculty, Departments and Courses offered in the University” of first Ordinances of **VIT Bhopal University**, Sehore Madhya Pradesh can be referred to.
4. The student who has passed the Grade 12 Examination from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government determined in advance by the University/Constituent Institutions following the guidelines issued by the State Government/ Central Government/UGC and other statutory bodies concerned will be eligible for admission to these Undergraduate Programmes.
5. The admission shall be made on the merit calculated on the basis of criteria notified by the University/ Central Government/State Government, keeping in view the guidelines in this regard issued by the UGC and other statutory bodies concerned.
6. Student enrolment in a programme shall be restricted to the seats allotted by the University.
7. The in-take capacity shall be determined in advance by the University under the provisions of this Ordinance applicable from the academic session 2022-23.
8. Depending upon the academic and physical facilities available, the University may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
9. To enable multiple entry and exit points in the academic programmes, qualifications such

as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents Certificate, level 6 represents Diploma, level 7 represents Bachelor Degree and 8 represents Bachelor Degree (Honours/Research) qualification (Table 1). The four-year undergraduate programme shall comprise course under the following subjects/categories.

- i. Disciplinary/Interdisciplinary Major (Core Course + DSE) (64 credits)
- ii. Disciplinary/Interdisciplinary Major (32 Credits)
- iii. Generic Elective (16 credits)
- iv. Skill Enhancement Course/Vocational Course (12 Credits)
- v. Ability Enhancement Courses (08 Credits)
- vi. Field projects/internship/apprenticeship/community engagement and service /research project (28 credits)

For BBA/BCA/B.Sc./and similar programmes, a group/subject shall be chosen as Major/Minor/Generic/Elective.

Qualification and credit requirements are given in Table 1. The *entry and exit options* for students, who enter the undergraduate programme, are as follows:

1st Year (First & Second Semester –Level 5)

Entry 1: The entry requirement for first semester in level 5 is successful completion of Class 12 from M P Board of Secondary Education, Bhopal, or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student passes all the courses of Level 5 and earns the requisite number of credits, the student will become entitled to an *Undergraduate certificate in the programme of her/his Major Subject*. If he/she wants to exit, he/she can exit the programme with *Undergraduate certificate* in hand.

2nd Year (Third & Fourth Semester –Level 6)

Entry 2: The entry requirement for fourth semester in Level 6 is the successful completion of Level 5. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5 & 6 and earns the requisite number of credits, the student becomes entitled to an *Undergraduate Diploma in the programme of her/his Major Subject*. If he/she wants to exit, he/she can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year (Fifth & Sixth Semester –Level 7)

Entry 3: The entry requirement for semester six in Level 7 is successful completion of Level

5 & 6. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If a student passes all the courses of Level 5 to 7 i.e., first to six semesters and earns the requisite number of credits, the student becomes entitled to the ***Undergraduate Degree in the programme of her/his Major Subject***. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year (Seventh & Eight Semester- Level 8)

Entry 4: An Individual seeking admission to a ***Bachelor's degree (Honours/Research) (Level 8)*** in a specified field of learning would have completed all requirements of the relevant three- year bachelor's degree (Level 7). After completing the requirements of a three year Bachelor's degree, the student who meets a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled to an ***Undergraduate Degree (Honours/Research) in the programme of her/his Major Subject***. A Bachelor's degree (Honours /Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table –1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate (in the field of learning/ discipline) for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: one year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma (in the field of learning / discipline) for those who exit after two years (four semesters) of the undergraduate programme. (programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor Degree (Programme duration: Three years or six semesters)	120
Level 8	Bachelor Degree (Honours/Research) (Programme duration: Four years or eight semesters).	160

The salient features of the credit-based semesters scheme Each course carries a defined number of credits. The credits are based on the course structure, including the teaching mode and the number of contact hours for lecture, tutorial, and practical classes. Credits are considered to be based on the number of contact hours, course content, teaching methodology and allotted maximum marks

The credits will be awarded by the University. The credits can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of **one credit**.
 - Credits for internship shall be **one credit per week** of training, subject to a **maximum of six credits in a semester**.
10. The minimum duration of the Undergraduate Degree Programme shall be of three academic years/six semesters, whereas that of Undergraduate Degree leading to Honours/Research shall be of four academic years/ eight semesters.

A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.

The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Research) programme for regular students shall be 6 and 8 years, respectively.

A student will be allowed to enter/re-enter only at the odd semester and can only exit after even semester. Re- entry at various levels as lateral entrants in academic programmes should be based on the earned credits and proficiency test record.

The validity of credits earned will be to a maximum period of seven years (as per UGC guidelines for multiple entry and exit in academic programmes or as specified by UGC in later stage)

11. TYPES OF COURSES:

Each of the subject/categories (i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows.

11.1 Core Course: Such course which shall compulsorily be studied by the student as a core requirement of the programme.

11.2 Elective Course: A course which the student can choose from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

11.2.1 Discipline Specific Elective (DSE) Course: Elective courses offered from the main discipline /subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/ subject of study).

11.2.2 Dissertations/ Project: An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course independently with advisory support by a teacher/faculty member is called dissertation/ project. A project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

11.2.3 Generic Elective (GE) Course: An elective course chosen generally from an unrelated discipline/ subject to seek exposure of other fields is called a Generic Elective course.

11.3 Ability Enhancement Courses (AEC): The ability enhancement courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)

- Skill Enhancement Courses (SEC) or Vocational Courses

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement such as,

- Environmental Education
- English/Hindi Communication is mandatory for all disciplines

SEC courses are value-based/skill-based and may also be designed to enhance skills of the Major subject. They are earned to provide hands on training competences, skills, etc.

11.4 The syllabus for a specific programme will be decided by the concerned Board of Studies of the University based on the curriculum issued by the UGC under Learning Outcome Based Curriculum Framework (LOCF) with maximum deviation of 20%.

12 STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

12.1 First Semester:

A student shall be declared to have successfully completed the first semester if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Courses of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Courses (AEC).

12.2 Second Semester: (Level 5):

A student shall be declared to have successfully completed the second semester if he/she acquires 6 credits in Core Course of the major subject. 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Course (AEC).

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student

passing Grade 12 with science can take admission in Level 5 with major and minor subject from science/arts/commerce faculty, a student passing Grade 12 with commerce faculty can take major and minor subject from commerce/arts faculty, whereas a student passing Grade 12 with arts faculty can choose major and minor subjects from arts faculty only Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subjects can be chosen from any faculty However, allotment of choices will be subjected to the provisions of admission guidelines.

12.3 Third Semester:

A student shall be declared to have successfully completed the third semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Skill Enhancement Course (SEC)/Vocational Course.

12.4 Fourth Semester (Level 6):

A student shall be declared to have successfully completed the fourth semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 Credits in Skill Enhancement Course (SEC) Vocational Course.

The student shall be given a single chance at the entry of level 6 to interchange the major and minor subjects However, in such cases, it will be the students responsibility to earn additional credits to fulfill the minimum requirements of credits prescribed for the major course. Only after fulfillment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree

12.5 Fifth Semester:

A student shall be declared to have successfully completed the fifth semester, if he/she acquires 6 credits in Core Courses of the major subject, 4 credits in Skill Enhancement Course (SEC)/Vocational Course, 4 Credits in discipline specific elective (DSE) of the major subject and 6 credit in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and /or minor subjects.

12.6 Sixth Semester (Level 7):

A student shall be declared to have successfully completed the sixth semester, if he/she acquires 6 credits in Core Courses of the major subject, 8 credits in discipline specific elective (DSE) of the major subject and 6 credit in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and /or minor subjects.

12.7 Seventh Semester:

Bachelor with Honours/Research

A student shall be declared to have successfully completed the seventh semester with honours, if he/she acquires 6 credits in Core Courses of the Major subject, 4 credits in

Research Methodology, 4 credits in discipline specific elective (DSE) of the major subjects, and 6 credits in field project/internship/apprenticeship related to the major subjects.

A student shall be declared to have successfully completed the seventh semester with research, if he/she acquires 6 credits in Core Courses of the Major subject 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subjects, and 6 credits in research project.

12.8 Eighth Semester (Level 8) :

Bachelor with Honours/Research

A student shall be declared to have successfully completed the eighth semester with honours, if he/she acquires 6 credits in Core Courses of the Major subject, 4 credits in dissertation, and 10 credits in field project/ internship/apprenticeship related to the major subjects.

A student shall be declared to have successfully completed the eighth semester with research, if he/she acquires 6 credits in Core Courses of the Major subject 4 credits in minor and 10 credits in research project

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

12.9 Additional Courses:

In the categories of minor subject generic elective and skill enhancements courses/vocational courses, a student may earn up to 6 credits per year in the entire tenure of the 3-year undergraduate degree programmes after paying due fees for registration and examination

12.10 A student may change the generic elective subject in each year of the 3-year undergraduate degree programme.

12.11 Table-2: Proposed Structure for Undergraduate Programme : UGC CBCS System for University

Level	Semester	Main Faculty (as per prerequisite)			Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	Field projects/internship/apprenticeship/ community engagement and service	Credits	Qualification title (Credit requirement)
		Subject I		Subject II						
		Core	Major	Minor	Subject III					
Level 5	1	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)		1 (4 Credits)	# Inter / Intra Faculty	6+6+4+4=20	(40) Undergraduate Certificate in Main Faculty
	2	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)		1 (4 Credits)		6+6+4+4=20	
Level 6	3	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4=20	(80) Undergraduate Diploma in Main Faculty
	4	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4=20	
Level 7	5	1 (6 Credits)	1 (4 Credits)			1 (4 Credits)		1 Field project/internship/ apprenticeship (6 Credits)	6+4+4+6=20	(120) Bachelor Degree in Main Faculty
	6	1 (6 Credits)	2 (4 Credits) + (4 Credits)					1 Field project/internship/ apprenticeship (6 Credits)	6+4+4+6=20	
Level 8	7	1 (6 Credits)	1 (4 Credits)	1 Research Methodology (4 Credits)				1 Field project / internship apprenticeship or Research Project (6 Credits)	6+4+4+6=20	(160) Bachelor Degree (Honours) in Main faculty Bachelor Degree (Research) in Main faculty
	8	1 (6 Credits)		1 (4 Credits)				1 Field project / internship Apprenticeship or Research Project (10 Credits)	6+4+10=20	
Total		48 Credits	16 Credits	32 Credits	16 Credits	12 Credits	8 Credits	28 Credits	160 Credits	

13. Choice to select the MOOC Course:

- a. The university can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other online education learning platform approved by UGC/Regulatory Body from time to time.
- b. The student will have the choice to opt elective-generic/ Skill Enhancement /Ability Enhancement course from the courses available within the institution or in other institutions of the university but from same level of the programmes. An alternate choice will also be available to the student to opt for courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active Learning for Young Aspiring Minds) platform with the permission of University.
- c. The institutions shall offer elective- generic courses in each programme on merit basis across the disciplines. The number of seats in the courses will depend on available facilities in the institution.

14. Requirement of attendance will be as per University Ordinance governing the examinations. In general, attendance of at least seventy five percent will be required in each course to sit in the end semester examination.

For special reasons such as prolonged illness deficiency in the percentage of attendance not exceeding five percent in each course may be condoned by the Vice Chancellor.

15. Examination & Evaluation:

15.1 Examination will be conducted as per Ordinances 5 & 6 of Amity University, Madhya Pradesh as per the Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. Generally, each course will correspond to an examination paper comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE(Discipline specific elective Course) will be of 3 hours while vocational (SEC) and AEC(Ability Enhancement Course) will be of 2 hours duration. The credit structure for theory/Practical/tutorial, internal, external examinations and total marks for an examination are shown in table 3 in clause 15.15.

15.2 The question paper of the external examination should preferably contain long answer, short answer, and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20

marks. Each of these, two must be written tests and the third may be written test Quiz/Semester/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination, failing which, the student will be awarded Ab grade in that course.

15.3 University institutions may design their mode of internal assessment with due approval from the respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions 2019" published by the UGC.

15.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 15.5

15.5 The grading will be made on 10 point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks(%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very Good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

15.6 In cases statutory bodies of the programme issue the guidelines regarding the minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded otherwise, the grades will be awarded as per above- mentioned table.

15.7 If a student obtains F or Ab grade in any course(s), he/she will be treated as having failed in the course(s). He/She has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

15.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be

asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester, then the student will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed to keep terms) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated but he/she will be given second chance to pass the failed courses. Suppose the student does not successfully complete the concerned semester even after the aforesaid second chance in that case, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

15.9 Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

15.10 On account of valid reasons, a student may withdraw from a semester. In such case, that semester will be treated as zero semester.

15.11 In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The University may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships.

15.12 The provision for review of answer book in semester system will be available as per the existing rules of the University.

15.13 The theoretical and practical courses can be repeated whenever offered or conducted by the University but within the maximum duration of the programme. He/she can avail multiple repeat attempts to pass courses.

15.14 Applicable to institutions in the same universities, the institution, where students from other Institutions are registered for choice based elective course(s), will send the grade to the concerned institution where the student enrolled. The result will be declared by the institution where the student has taken admission.

Course (Credit)	Course Type	Credits Allocated			Distribution of Theory Marks		Distribution of Practical Marks		Tutorial Marks
		Theory	Practical	Tutorial	Internal (Through CCE)	External (End Semester Exam)	Internal	External (End Semester Practical Exam)	
1	Core (6)	Type-1	6	NA	NA	40	60	NA	NA
2	Core (6)	Type-2	4	2	NA	40	60	40	NA
3	Core (6)	Type-3	2	4	NA	40	60	50	NA
4	Core (6)	Type-4	5	NA	1	40	60	NA	100
5	GE/DSE/SEC (4)	Type-1	4	0	NA	40	60	NA	NA
6	GE/DSE/SEC (4)	Type-2	3	(P,T,W, etc)	NA	40	60	NA	NA
7	DSE/SEC (4)	Type-3	1	(P,T,W, etc)	NA	40	60	50	NA
8	DSE/SEC (4)	Type-4	3	NA	1	40	60	NA	100
9	AECC (4)	Type-1	4	NA	NA	40	60	NA	NA
10	Field-Projects/Internship/Apprenticeship/Community engagement & Service (6/10)	NA	(i) Field-Projects / Internship / Apprenticeship / Community engagement & service 4/6 Credits (75 Marks) (ii) Evaluation of Report 2/4 Credit (25 Marks)						
11	Research Methodology (4)	Type-4	3	NA	1	40	60	NA	100
12	Dissertation / Research Project (4/6/10)	NA	Evaluation of Thesis 2/4/6 Credits (50 Marks) + Pre submission viva-voce 1/1/2 Credit (25 Marks) + External viva-voce 1/1/2 Credit (25 Marks)						

16. Evaluation and Certification of MOOCs and Vocational Courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs Vocational courses, Field-Projects Internship/Apprenticeship/Community engagement and service/Research Project.

17. Calculation of SGPA/CGPA:

17.1 Semester Grade Point Average (SGPA) is a measure of performance of the student in a semester. It is the ratio of total credit points secured by a student in various courses registered in that semester and the total course credits taken during that semester, i.e.

$$SGPA (S_i) = \frac{(C_1G_1 + C_2G_2 + C_3G_3 + \dots)}{C_1 + C_2 + C_3 \dots}$$

Where S_i is the i^{th} year, C_i is the number of credits of the i^{th} course in the semester (S_i) and G_i is the grade point scored by the student in the i^{th} course.

17.2 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credits points secured by the student, except the credits of additional courses if any. The SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet

Calculation of SGPA

Course	Credits(C)	Grade	Grade Point (GP)	Credit Points (C*GP)	SGPA (Total Credit Point/Total Credit)
Course 1	6	A	8	48	146/20 = 7.30
Course 2	6	C	5	30	
Course 3	4	B+	7	28	
Course 4	4	O	10	40	
Total	20			146	

17.3 CGPA is a measure of the overall cumulative performance of a student over all semester completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the credits of all courses in all the semesters completed. The CGPA will be calculated as per follows

$$CGPA = \frac{\sum [C_i \times SGPA(S_i)]}{\sum C_i}$$

Where SGPA (S_i) is the SGPA of the i^{th} year and C_i is the total number of credits in the i^{th} semester

Calculation of CGPA:

Semester	Credits	SGPA	Credits× AGPA	CGPA
1	20	7.50	150.00	$CGPA = \frac{\text{Total}(\text{Credits} \times \text{SGPA})}{\text{Total Credits}}$ $CGPA = 1229.60/160 = 7.685 \approx 7.69$ (round off to second decimal point)
2	20	7.58	151.60	
3	20	7.32	146.40	
4	20	8.34	166.80	
5	20	7.58	151.60	
6	20	7.32	146.40	
7	20	8.34	166.80	
8	20	7.50	150.00	
Total	160		1229.60	

18. On completing all requirements for the award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate /diploma/degree. The 3-years (6 semester) and 4-years (8 semester) undergraduate degrees should also indicate the Division obtained as per follows.

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters.

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off up to the second decimal point

19. The student will be examined by the University as per the prevailing syllabus and scheme of examination.
20. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum required credits for the certificate/degree/diploma

21. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grades secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
22. Grade sheets will be developed by the University based on model Annexures S1 to S4.
23. **Credit Transfer:**
 - 23.1 The credit transfer shall be implemented as per the policy of the University framed in accordance with the guidelines issued by the UGC from time to time.
 - 23.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 23.3 Except for the cases of provisional promotions, the universities shall facilitate credit transfer of students between them. However, the student may be required to fulfill some eligibility criteria, drawing parity for a course, framed by the University in which the student seeks admission.
24. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Board of Management whose decision thereon shall be applicable.
25. The guidelines, related to this programme, issued by the statutory bodies e.g., UGC/AICTE/PCI/BCI/RCI issued from time to time will be adopted for implementation.
26. In matters not covered under this Ordinance, general rules of the University shall be applicable.
27. If UGC notifies any change in future in its Regulations in this regard, the same will be incorporated in the existing Ordinance with the approval by the Academic Council and Board of Management of the University.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER**ANNEXURE-S-1****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20	-	-	138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

SAGE University, Indore

ORDINANCE No. 27 A

Ordinance for Three/ Four Years Undergraduate degree (CBSC Semester Mode) (BBA/ B.Com/ BHMCT/BHM/BCA/B.Sc/ BAJMC/ BA/ B.Voc./ B.Lib./ B.Plan/B.Design/ BPES 3 Years undergraduate degree in CBSC Semester Mode and BBA(Hons)/B.Com(Hons)/ BHMCT(Hons)/ BHM(Hons)/ BCA(Hons)/ B.Sc(Hons)/ BAJMC(Hons)/ BA(Hons)/B.Voc. (Hons)/ B.Lib. (Hons)/ B.Plan(Hons)/ B.Design(Hons)/ BPES(Hons) 4 Years undergraduatedegree (Research/Honors))

(This ordinance is framed as per the “Guidelines for multiple entry and exit in academic programs offered in higher education Institutions” issued by UGC, under NEP 2020)

1. The provisions of this Ordinance shall be applicable on prepublished Ordinance No. 13 (BBA/ B.com/ BCA/ B.Sc./ BAJMC/ BA/ B.Voc./ B.Lib/ BHM/ BPES), Ordinance No. 12 (BHMCT/ B.Plan/ B.Design) and its amendments (Faculties and Courses Offered), Ordinance No. 12 (Four Years Degree Program), Ordinance No. 13 (Three Years Degree Program) UG Ordinances.
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honors/ Research) undergraduate programs of the earlier published ordinances will apply if not contradicting to provisions of this ordinance for all programs mentioned in this ordinance.
 - Bachelor of Business Administration Ordinance No.13(BBA)
 - Bachelor of Commerce Ordinance No.13(B. Com)
 - Bachelor of Computer Application Ordinance No.13(BCA)
 - Bachelor of Science Ordinance No. 13(B.Sc.)
 - Bachelor of Arts Journalism and Mass Communication Ordinance No. 13(BAJMC)
 - Bachelor of Arts Ordinance No.13(BA)
 - Bachelor of Vocation Ordinance No.13(B.Voc.)
 - Bachelor of Library Science Ordinance No.13(B.Lib.)
 - Bachelor of Physical Education and Sports Ordinance No.13(BPES)
 - Bachelor of Hotel Management Ordinance No. 13 (BHM)
 - Bachelor of Planning Ordinance No. 12(B.Plan)
 - Bachelor of Design Ordinance No. 12(B.Design)
 - Bachelor of Hotel Management Catering Technology Ordinance No. 12(BHMCT)
 - and other similar Undergraduate programs notified by the University time to time.
3. The Ordinance shall be applicable to all such programs being run by the University in its Teaching Departments and institutes for their regular students.

4. Admission rules and guidelines for admission to these programs will be framed by the University for admission in its UTDs/ Institute. Admission to the 4-th year (Level 8) shall be available only in the institutions which are offering 4-year Undergraduate Programme. The University shall issue a notification for admission in level-06(2nd Year), level-07(3rd Year) and level-08(4th Year) of various UG Programs for all odd semesters soon after the announcement of Even semester results of the University.
5. Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognized by the State Government/University will be eligible for admission to these undergraduate programs. Bridge Course(s) as Specified for a particular program by the relevant BOS of the university shall be taken by the students for full filling eligibility criteria as applicable.
6. The admission shall be made on merit calculated on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.
7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University. The in-take capacity shall be determined in advance by the university/autonomous college in accordance with the guidelines/norms in this regard issued by the State Government/UGC/MPPURC and other statutory bodies concerned so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website .
8. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
9. To enable multiple entry and exit points in the academic programs, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honors/ Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
 - i) Disciplinary/interdisciplinary/Major (44 credits)
 - ii) Disciplinary/interdisciplinary/Minor (34 credits)
 - iii) Generic Elective (16 credits)
 - iv) Discipline Specific Elective (16 credits)
 - v) Skill Enhancement Courses/Vocational Courses (12 credits)

vi) Ability Enhancement Courses (08 credits)

vii) Field projects/internship/apprenticeship/community engagement and service/research project (34 credits).

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

2nd Year

Entry 2. The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 86 credits with 46 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 130 credits from level 5 to 7, with 46 credits at level 5, 40 credits at level 6, and 44 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a *Bachelor's degree (Honors/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree,

candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honors/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honors/ Research) in the faculty of her/he Major Subject*. A Bachelor's degree (Honors/ Research) requires a total of 170 credits from level 5 to 8, with 46 credits at level 5, 40 credits at level 6, 44 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	46
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	86
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	130
Level 8	Bachelor' Degree in the faculty of Major Subject (Honors/Research) (Programme duration: Four years or eight semesters).	170

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
 - Credits' for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.
11. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honors/ Research* shall be of four academic years/eight semesters.
- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honors/ Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

12. TYPES OF COURSES

Each of the subject/categories(i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

12.1. Core Course (DC): Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

12.2. Elective Course:

Generally a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

12.2.1 Discipline Specific Elective (DE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

12.2.2 Dissertation/Project (DIP):

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real-life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

12.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- “AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;
- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.
- Skill Enhancement Courses (DSEEC) or Vocational Courses.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- 12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

13.1. First Year (Level 5):

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfills the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science /arts/commerce faculty; a student passing grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

13.2. Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2.

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfillment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

13.3. Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2.

13.4. Fourth Year (Level 8):

(a) Bachelor with Honors:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honors degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2.

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

13.5. Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 as shown in clause 13.8.

13.6. Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

13.8. Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for Universities /Autonomous Colleges

AS PER NEP-2020	Main Faculty			Generic Elective	Skill Enhancement Course	Ability Enhancement Course	Discipline Specific Elective	Field projects / internship / apprenticeship /community engagement and service	Credits	Qualification n title (Credit requirement)
	(as per prerequisite)		DSE							
	MAJOR	MINOR								
AS PER SUI	DC			GE	DSEEC	AECC	DE	Department Internship / Project DIP		
Level	Semester	Subject I	Subject II	Subject III						
Level-5	1	1	1	1	1	1	----	----	4+4+4+4+2+4=22	(46) Under graduate Certificate in Main Faculty
		Credit-4	Credit-4	Credit-4	Credit-4	Credit-2	Credit-4	----		
	2	1	1	1	1	1	1	1 (Minor project)	4+4+4+4+2+4+2=24	
Level-6	3	1	1	1	1	1	----	1 (Internship) (2 weeks)	4+4+4+4+2+2=20	(86) Under graduate Diploma in Main Faculty
		Credit-4	Credit-4	Credit-4	Credit-4	Credit-2	----	Credit-2		
	4	2	1	1	----	1	----	1 (Minor)	8+4+4+2+2	

		Credit-4	Credit-4			Credit-4						project)	=20
		Credit-4	Credit-4			Credit-4						Credit-2	
Level-7	5	2	1					1			1	1 (Internship) (2 weeks)	8+4+2+4+2 =20
		Credit-4	Credit-4					Credit-2			Credit-4	Credit-2	
		2						1			2	1 (Major project)	8+2+8+6=24
	6	Credit-4						Credit-2			Credit-4	Credit-6	
		1 (RM)	1								1	Field project	4+4+4+8=20
		Credit-4	Credit-4								Credit-4	Credit-8	
Level-8	7	1 (RM)	1								3 ^H	Research Project (Dissertation) ^R	4+4+12=20
		Credit-4	Credit-4								Credit-4 ^H	Credit-12 ^R	
	8												
Total		44 Credits	28 Credits	12 Credits	16 Credits	12 Credits	08 Credits	28 Credits ^H 16 Credits ^R	22 Credits ^H 34 Credits ^R	170 Credits ^{R/H}			

14. Choice to Select the MOOC Courses:

- a. The Autonomous College/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognized by the central government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/elective-department specific/ Skill Enhancement/Ability Enhancement courses from the courses available within UTD/Institute or in other UTDs/Institute of the universities but from same level of the programs. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the UTD/Institute.
- c. The UTDs/Institute shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the UTD/Institute.
- d. The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The University will take a decision for allowing the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the UTD/Institute. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.
 - (iv) The UTD/ Institute will have an option to allow MOOCs Based courses in blended mode, where in the award of credits would be through examination conducted by the university.
- f. The requirement of project/dissertation, as notified by the respective UTD/Institute need to be undertaken by the candidate for the specified credits. The project may

be undertaken in any of the National and State Laboratories/Institutes/Universities/Companies /Industries with the approval of UTD/Institute.

- 15.** Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of at least seventy-five percent of theory lectures and practical's separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor/Principal of autonomous colleges.

16. Examination & Evaluation:

- 16.1** Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.16.
- 16.2** The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the University/UTD/Institute. In case of internal assessment, University/UTD/Institute shall distribute and design their assessment so that at least two tests are conducted in a semester.
- 16.3** University/UTD/Institute may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
- 16.4** Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.6.
- 16.5** The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

- 16.6** In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.

- 16.7** If a student obtains F or Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University/UTD/Institute. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

- 16.8** The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given second

chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

- 16.9** On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- 16.10** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- 16.11** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 16.12** The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD/Institute but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.

Table 3: Structure of Credit Course (Semester System)

[illegible]

15	Dissertation (12)	Type-1	0-0-0-12-0-0	Evaluation of Thesis: 8 Credits (50 Marks)- Pre submission viva-voce: 2 Credit (25 Marks)+ External viva-voce: 2 Credit (25 Marks)										NA
16	Internship	Type-1	0-0-0-2-0-0	0	0	0	2	0	0	NA	NA	50	NA	NA

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Blended MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

18. Calculation of SGPA /CGPA:

18.1 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance 14.

18.2 CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 14,

19. On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

Equivalent Percentage = CGPA x 10

The percentage will be rounded off up to second decimal point.

20. The student will be examined by the university as per the prevailing syllabus and scheme of examination.
21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
22. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
23. Grade sheets will be developed as given in Ordinance 14.
24. **Credit Transfer:**
 - 24.1 The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
 - 24.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 24.3 Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.
25. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
26. The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
27. In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
28. If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Academic Council of the University and shall be implemented with immediate effect.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20			146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20		-	138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

Renaissance University, Indore

Ordinance 20A

Ordinance for three/four years Undergraduate Degree (CBCS Semester Mode)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of this Ordinance shall be applicable on pre published CBCS Ordinance UG (Semester) Ordinances from the academic session **2022-23**. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours /Research) and one year two semesters undergraduate programmes according to **Ordinance No.2** such as B.B.A./ BBA Hons Dual Degree /Integrated Program/ Following Major subjects & management areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included:
Human Resource Management, Finance Management, Marketing Management, Production Management, Information Technology Management, Retail Management, Event Management Media & Mass Communication Management Health Care Management, Insurance & Investment Management, Hotel Management Cyber Law & Security Management, Foreign trade, Hospital Administration Digital Media Management, Aviation, Tour and Travel Management, Fashion Business Management, Construction Management Personal Management, E-Commerce Management, Brand Management Franchisee Management, Entrepreneurship Management, CSR Management Design and Communication Management, Catering Management, Corporate Finance Management, Personal Grooming Management, Beauty and Salon Management.
B.Sc. (Hons) / B.Sc / BCA Dual degree integrated programme Following Major subjects areas will be covered more subject areas or new areas will be included:
Chemistry and Applied Chemistry, Chemical Science, Physics and Applied Physics, Mathematics and Applied Mathematics, Micro Biology, Bio-Technology, Computers & Data Analytics, Bio Chemistry, Bioinformatics, Biotechnology, Botany, Earth Science, Electronic Media, Environmental Science, Geology Forensic Science, Neuroscience, , Forensic Science Cyber Law, Cyber Security, Food Technology, Industrial Microbiology, Statistics, Zoology, Police Science. B.Com. (Hons)/ B.Com. /B.Com (Computers) Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be /included:
Computers, Management, Economics, Foreign Trade, HR Commerce, Banking & Finance, Taxation. B.A.(Hons)/ B.A. Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Psychology, Public Admin, Social work, Geography, Hindi, Fine Arts, Sanskrit, English, Political

Science, History, Sociology, Economics, Applied Economics, Vedic Science B.A. Hons / B.J. Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Journalism & Mass Communication, Journalism Communication. B.Des., B.Sc. Animation and Multimedia Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Fashion Accessory Design, Fashion Design, Interior Design, Product Design, Textile Design Creative Design, Animation and Multimedia. B.Ed./ B.P.Ed./ B.P.E/ Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Education, Sports Management, Physical Education, Yoga & Meditation. B. Lib. I. Sc. Bachelor of Hotel Management/B.Sc. in Hospitality and Hotel Administration/ Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Hotel Management, Hospitality & Hotel Administration, Food Technology, Tourism, Catering Technology. Bachelor of Performing Arts (B.P.A.)/ Bachelor of Visual Arts (B.V.A.) Animation & VFX & film making/ B Dance / B Music. **Ordinance No.11:** Bachelor of Design (B.DES). **Ordinance No.12:** Bachelor of Business Administration (BBA), Bachelor of Business Administration (Hons) BBA (Hons), Bachelor of Science (Hons) B.Sc. (Hons), Bachelor of Science B.Sc, Bachelor of Computer Application (BCA), Bachelor of Commerce (Hons) B.Com.(Hons), Bachelor of Commerce B.Com., Bachelor of Commerce (Computers) B.Com (Computers), Bachelor of Arts (Hons.) B.A.(Hons), Bachelor of Arts (B.A.), Bachelor of Arts (Journalism and Mass Communication), Bachelor of Science Animation and Multimedia B.Sc Animation and Multimedia, Bachelor of Physical Education B.P.E, Bachelor of Hotel Management (BHM), Bachelor of Science Hospitality and Hotel Administration B.Sc. in Hospitality and Hotel Administration, Bachelor of Performing Arts (B.P.A.), Bachelor of Visual Arts (B.V.A.) Animation & VFX & Film Making, Bachelor of Dance (B.Dance), Bachelor of Music (B.Music), **Ordinance No.13:** Bachelor of Education. **Ordinance No.14:** Bachelor of Journalism (BJ), Bachelor of Physical Education (B.P.Ed.), Bachelor of Library and Information Science (B.Lib.I.Sc.). **Ordinance No.18:** Bachelor of Business Administration + Master of Business Administration (BBA+MBA), Integrated Programme in Management (IPM), Bachelor of Computer Application + Master of Computer Application (BCA+MCA).

2. The Ordinance shall be applicable to all such programmes being run by the University in its SOS (School of Studies) and its affiliated constituted Units for their regular as well as non-collegiate (private) students.
3. Admission rules and guidelines for admission to these programmes will be framed by the University's SOS. Admission to the 4-th year (Level 8) shall be available only in the institutions which are offering 4-year Undergraduate Programme.

4. Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.
5. The admission shall be made on merit calculated on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.
6. Student enrolment in a programme/course shall be restricted to the seats allotted by the University. The in-take capacity shall be determined in advance by the university/autonomous college in accordance with the guidelines/norms in this regard issued by the State Government/UGC, and MPPURC and other statutory bodies concerned so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website.
7. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the **second year/third year/fourth year** of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
8. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:

- i) Disciplinary/interdisciplinary/Major (48 credits)
- ii) Disciplinary/interdisciplinary/Minor (32 credits)
- iii) Generic Elective (16 credits)
- iv) Discipline Specific Elective (16 credits)
- v) Skill Enhancement Courses/Vocational Courses (12 credits)
- vi) Ability Enhancement Courses (08 credits)
- vii) Field projects/internship/apprenticeship/community engagement and service/research project (28 credits).

Qualification and Credit Requirements are given in Table. 2. The **entry and exit** options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for **Undergraduate certificate in the faculty of her/his Major Subject**. If she/he wants to exit, can exit the programme with **Undergraduate certificate** in hand.

2nd Year

Entry 2. The entry requirement for **Level 6 is successful completion of Level 5**. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for **Undergraduate Diploma in the faculty of her/his Major Subject**. If she/he wants to exit, can exit the programme with **Undergraduate Diploma** in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for **Level 7 is successful completion of Level 5&6**. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e., first to six semesters and earns requisite number of credits, the student becomes entitled for the **Undergraduate Degree in the faculty of her/his Major Subject**. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a **Bachelor's degree (Honours/Research) (Level 8)** in a specified field of learning would have completed all requirements of the relevant **three-year bachelor degree (Level 7)**. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for **Undergraduate Degree (Honours/Research) in the faculty of her/ his the Major Subject**. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
- Credits for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.

- 11.** The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

12. TYPES OF COURSES

Each of the subject/categories(i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

- 12.1. Core Course:** Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

12.2. Elective Course:

Generally, a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

12.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

12.2.2 Dissertation/Project:

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real-life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

12.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.**13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM****13.1. First Year (Level 5):**

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

13.2. Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2.

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

13.3. Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2.

13.4. Fourth Year (Level 8):

(a) Bachelor with Honours:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2.

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

13.5. Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 as shown in clause 13.8.

13.6. Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

13.8. Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for Universities /Autonomous Colleges

Lev el	Semest er	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhanceme nt Course (SEC)	Ability Enhanceme nt Course (AEC)	DSE	Field projects/internship/ap prenticeship/communit y engagement and service	Credits	Qualification title(Credit requirement)
		Subject I	Subject II							
Lev el5	1	1 (6Credits)	1 (6Credits)	Generic Elective Course 1 (4Credits)	Vocational Course 1 (4Credits)	1 (4Credits)		# Inter/Intra Faculty	6+6+4+4 =20	(40) Undergraduat e Certificate in Main Faculty
	2	1 (6Credits)	1 (6Credits)	1 (4Credits)		1 (4Credits)			6+6+4+4 =20	
	3	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)				6+6+4+4 =20	(80) Undergraduat e Diploma in Main Faculty
	4	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)				6+6+4+4 =20	
Lev el7	5	1 (6 Credits)			1 (4Credits)		DSE-1 (4credits)	Field project/Internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	(120) Bachelor Degree in Main Faculty
	6	1 (6 Credits)					DSE-2 (4credits) DSE-3 (4 credits)	Field project/Internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
Lev el8	7	1 (6 Credits)	1 Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/Internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	(160) Bachelor Degree (Honours) in Main faculty Bachelor Degree (Research)in Main faculty
	8	1 (6 Credits)	1 (4 Credits)					1 (10Credits) Research Project	6+4 +10 =20	
Total		48 Credits	32 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits	

14. Choice to Select the MOOC Courses:

- a. The Autonomous College/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the Autonomous College/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the College/UTD.
- c. The Autonomous College/UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the Autonomous College/UTD.
- d. The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The Autonomous College/University will take a decision for allowing the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the Autonomous College/UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.
- f. The requirement of project/dissertation, as notified by the respective Autonomous College/UTD need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Universities/Companies /Industries with the approval of Autonomous College/ UTD.

- 15. Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of at least seventy-five percent of theory lectures and practical's separately will be required in each course to sit in the semester end examination.**

For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor/Principal of autonomous colleges.

16. Examination & Evaluation:

- 16.1** Generally, each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.16.
- 16.2** The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD/Autonomous College. In case of internal assessment, the college/UTD/University shall distribute and design their assessment so that at least two tests are conducted in a semester.
- 16.3** UTD/Autonomous colleges may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
- 16.4** Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.6.
- 16.5** The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

- 16.6** In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:
If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.
- 16.7** If a student obtains F or Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University/UTD. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
- 16.8** The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.
If a student passes in all the courses offered in any semester, then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed to Keep Term) in those courses in which he/she fails.
If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.
Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- 16.9** On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- 16.10** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester, then semester fee will not be charged again.
- 16.11** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 16.12** The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- 16.13** Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

18. Calculation of SGPA /CGPA:

- 18.1** The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance 20A.

- 18.2** CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 20A,

- 19.** On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off up to second decimal point.

- 20.** The student will be examined by the university as per the prevailing syllabus and scheme of examination.
- 21.** The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.

- 22.** A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
- 23.** Grade sheets will be developed as given in Ordinance 14.
- 24. Credit Transfer:**
 - 24.1** The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
 - 24.2** The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 24.3** Except for the cases of provisional promotions, the universities established by M.P.University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.
- 25.** If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
- 26.** The guidelines, related to this programme, issued by the statutory bodies e.g., UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
- 27.** In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise, the directions of the state government shall be applicable.
- 28.** If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20			146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20		-	138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

Madhyanchal Professional University, Bhopal

Ordinance 56 A

Ordinance for three/four years Undergraduate Degree (CBCS Semester Mode)

(As per the “Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions” issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of this Ordinance shall be applicable on pre established UG (Sem) Ordinances from the academic session 2022-23
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor’s degree or four-year/eight-semester Bachelor’s degree (Honours/Research) undergraduate programmes such as Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com.), Bachelor of Computer Application (B.C.A.), Bachelor of Business Administration (B.B.A.), Bachelor of Fashion Designing (BFD), Bachelor of Graphic designing(BGD),Bachelor of Journalism & Mass Communication (BJMC) and other similar Undergraduate programmes notified by the University.
3. The Ordinance shall be applicable to all such programmes being run by the University in its Teaching Departments (UTDs) for their regular students.
4. Admission rules and guidelines for admission to these programmes will be framed by the University for Admission in its UTDs. Admission to the 4-th year (Level 8) shall be available only in the institutions which are offering 4-year Undergraduate Programme.
5. Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.
6. The admission shall be made on merit calculated on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.
7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University. The in-take capacity shall be determined in advance by the university in accordance with the guidelines/norms in this regard issued by the State Government/UGC, MPPURC and

other statutory bodies concerned so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the University website .

8. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the ***second year/third year/fourth year*** of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
9. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
 - i) Disciplinary/interdisciplinary/Major (**48 credits**)
 - ii) Disciplinary/interdisciplinary/Minor (**32 credits**)
 - iii) Generic Elective (**16 credits**)
 - iv) Discipline Specific Elective (**16 credits**)
 - v) Skill Enhancement Courses/Vocational Courses (**12 credits**)
 - vi) Ability Enhancement Courses (**08 credits**)
 - vii) Field projects/internship/apprenticeship/community engagement and service/research project (**28 credits**).

Qualification and Credit Requirements are given in Table. 2. The ***entry and exit*** options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for ***Undergraduate certificate in the faculty of her/his Major Subject***. If she/ he wants to exit, can exit the programme with ***Undergraduate certificate*** in hand.

2nd Year

Entry 2. The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/ he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
- Credits' for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.

11. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

12. TYPES OF COURSES

Each of the subject/categories (i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

12.1. Core Course: Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

12.2. Elective Course:

General course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

12.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

12.2.2 Dissertation/Project:

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

12.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- 12.4.** The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME : SEMESTER SYSTEM

13.1. First Year (Level 5):

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

13.2. Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2 .

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

13.3. Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

13.4. Fourth Year (Level 8):**(a) Bachelor with Honours:**

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2 .

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

13.5. Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 as how in clause 13.8.

13.6. Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

13.8. Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for Universities /Autonomous Colleges

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/appre nticeship/community engagement and service	Credits	Qualification title(Credit requirement)
		Subject I	Subject II	Subject III						
Level 5	1	Major 1 (6Credits)	Minor 1 (6Credits)	Generic Elective Course 1 (4Credits)	1 (4Credits)	1 (4Credits)		# Inter/Intra Faculty	6+6+4+4 =20	(40) Undergraduate Certificate in Main Faculty
	2	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)			6+6+4+4 =20	
Level 6	3	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)			6+6+4+4 =20	(80) Undergraduate Diploma in Main Faculty
	4	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)			6+6+4+4 =20	
Level 7	5	1 (6Credits)			1 (4Credits)		DSE-1 (4credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	(120) Bachelor Degree in Main Faculty
	6	1 (6Credits)					DSE-2 (4credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
Level 8	7	1 (6Credits)	1 Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	(160) Bachelor Degree (Honours) in Main faculty
	8	1 (6Credits)	1 (4 Credits)					1 (10Credits) Research Project	6+4 +10 =20	Bachelor Degree (Research) in Main faculty
Total		48 Credits	32 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits	

14. Choice to Select the MOOC Courses:

- a. The Autonomous College/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the Autonomous College/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the College/UTD.
- c. The Autonomous College/UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the Autonomous College/UTD.
- d. The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The Autonomous College/University will take a decision for allowing the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the Autonomous College/UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.
- f. The requirement of project/dissertation, as notified by the respective Autonomous College/UTD need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of Autonomous College/ UTD.

- 15.** Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of at least seventy-five percent of theory lectures and practical's separately will be required in each course to sit in the semester end examination. For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor/Principal of autonomous colleges.

16. Examination & Evaluation:

- 16.1** Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.16.
- 16.2** The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD/Autonomous College. In case of internal assessment, the college/UTD/University shall distribute and design their assessment so that at least two tests are conducted in a semester.
- 16.3** UTD/Autonomous colleges may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
- 16.4** Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.6.

16.5 The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

16.6 In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.

16.7 If a student obtains F or Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University/UTD. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

16.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

- 16.9** On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- 16.10** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- 16.11** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 16.12** The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- 16.13** Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

			Credits Allocated	Distribution of Theory Marks	Distribution of Practical Marks	Tutorial Marks
	Course (Credit)	Course Type	Theory Practical Tutorial	Internals (Through CCE) External (-End Semester Exam)	Internal External (End Semester Practical Exam)	Tutorial Marks
1	Core/GE/DSE (6)	Type-1	6 NA	40 60	NA NA	NA NA
2	Core/DSE/GE (6)	Type-2	4 2	40 60	40 60	NA NA
3	Core/DSE/GE (6)	Type-3	2 4	40 60	50 (Through CCE) 50	NA NA
4	Core/DSE/GE (6)	Type-4	5 NA	40 60	NA NA	100 NA
5	DSE/SEC (Vocational Courses) (4)	Type-1	4 0	40 60	NA NA	NA NA
6	DSE/SEC (Vocational Courses) (4)	Type-2	3 1(P,T,W, etc)	40 60	NA 100	NA NA
7	DSE/SEC (Vocational Courses) (4)	Type-3	1 3(P,T,W, etc)	40 60	50 (Through CCE) 50	NA NA
8	DSE/SEC (Vocational Courses)(4)	Type-4	3 NA	40 60	NA NA	100 NA
9	AEECC (Foundation Course) (4)	Type-1	4 NA	40 60	NA NA	NA NA
10	Field-Projects / Internship / Apprenticeship / Community engagement & service/Research Project (6)	NA	(i) Field-Projects / Internship / Apprenticeship / Community engagement & service: 4 Credits (75 Marks) (ii) Evaluation of Report 2 Credit(25 Marks)			
11	Research Methodology(4)	Type-4	3 NA 1	40 60	NA NA	100 NA
12	Dissertation (10)	NA	Evaluation of Thesis: 6 Credits (50 Marks)+ Pre submission viva-voce: 2 Credit(25 Marks)+ External viva-voce: 2 Credit(25 Marks)			

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

18. Calculation of SGPA /CGPA:

18.1 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance 14.

18.2 CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 14,

19. On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off up to second decimal point.

20. The student will be examined by the university as per the prevailing syllabus and scheme of examination.

21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
22. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
23. Grade sheets will be developed as given in Ordinance 14.
24. **Credit Transfer:**
 - 24.1 The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
 - 24.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 24.3 Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.
25. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
26. The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
27. In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
28. If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20			146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20		-	138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

Bhabha University, Bhopal Ordinance 90 A

Ordinance for three/four years Undergraduate Degree (CBCS Semester Mode)

Implementation of New Education Policy 2020 in Ordinance for Three Years (BBA/ /BCA/ B.Com /B.Sc. / BA) undergraduate degree

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020)

Title of the Degree	- BBA/ BCA /B.Com/ /B.Sc./BA
Faculty Name	- Faculty as stated in Ordinance No. 33,34,35,37 & 45
Course Name	- Bachelor Degree undergraduate will be offered in different specializations as covered in ordinance no. 33,34,35,37 & 45 of Bhabha University, Bhopal

1. The provisions of this Ordinance shall be applicable on Pre-publish Ordinance BBA (Ordinance No. 33) / BCA (Ordinance No. 45) /B.Com (Ordinance No. 34) / B.Sc. (Ordinance No. 37) / BA (Ordinance No. 35) from the academic session 2022-2023
2. The provisions of this Ordinance shall apply to the three-year Bachelor's degree undergraduate programmes such as Bachelor of Arts (B.A.- Ordinance No. 35), Bachelor of Science (B.Sc.- Ordinance No. 37), Bachelor of Commerce (B.Com - Ordinance No. 34), Bachelor of Computer Application (B.C.A.- Ordinance No.45), Bachelor of Business Administration (B.B.A.- Ordinance No.33), and other similar Undergraduate programmes notified by the University.
3. The Ordinance shall be applicable to all such programmes being run by the University in its Teaching Departments UTDs and its affiliated constitute Units for their regular as well as non-collegiate (private) students.
4. Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its UTDs. Admission to the 4-th year (Level 8) shall be available only in the institutions which are offering 4-year Undergraduate Programme. Autonomous colleges with NAAC grade "A" or above can frame their admission guideline completely based on merit subject to the reservation policy of the government.
5. Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.

6. The admission shall be made on merit calculated on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.
7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University. The in-take capacity shall be determined in advance by the university/autonomous college in accordance with the guidelines/norms in this regard issued by the State Government/UGC, MPPURC and other statutory bodies concerned so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website .
8. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
9. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
 - i) Disciplinary/interdisciplinary/Major (48 credits)
 - ii) Disciplinary/interdisciplinary/Minor (32 credits)
 - iii) Generic Elective (16 credits)
 - iv) Discipline Specific Elective (16 credits)
 - v) Skill Enhancement Courses/Vocational Courses (12 credits)
 - vi) Ability Enhancement Courses (08 credits)
 - vii) Field projects/internship/apprenticeship/community engagement and service/research project (28 credits).

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into

the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

2nd Year

Entry 2. The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of*

her/his the Major Subject. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
- Credits' for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.

11. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

12. TYPES OF COURSES

Each of the subject/categories(i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

12.1. Core Course: Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

12.2. Elective Course:

Generally a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

12.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

12.2.2 Dissertation/Project:

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

12.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- 12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

13.1. First Year (Level 5):

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

13.2. Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2 .

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

13.3. Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

13.4. Fourth Year (Level 8):

(a) Bachelor with Honours:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2 .

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

13.5. Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 as hown in clause 13.8.

13.6. Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

13.8.Table-2: Proposed Structure for Undergraduate Programme:UGC CBCS System for Universities /Autonomous Colleges

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/appre nticeship/communityeng agementand service	Credits	Qualification title(Creditrequir ement)
		Subject I Major	Subject II Minor	Subject III Generic ElectiveCourse						
Level 5	1	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)			6+6+4+4 =20	UndergraduateC ertificate in MainFaculty
	2	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)			6+6+4+4 =20	
Level 6	3	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)			6+6+4+4 =20	UndergraduateD iplomainMain Faculty
	4	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)			6+6+4+4 =20	
Level 7	5	1 (6Credits)			1 (4Credits)		DSE-1 (4credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	Bachelor Degree inMain Faculty
	6	1 (6Credits)					DSE-2 (4credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
Level 8	7	1 (6Credits)	1 Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	Bachelor Degree (Honours)inMain faculty
	8	1 (6Credits)	1 (4 Credits)					1 (10Credits) Research Project	6+4 +10 =20	Bachelor Degree (Research)in Main faculty
Total		48 Credits	32 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits	

14. Choice to Select the MOOC Courses:

- a. The Autonomous College/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the Autonomus College/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the College/UTD.
- c. The Autonomus College/UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the Autonomus College/UTD.
- d. The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The Autonomous College/University will take a decision for allowing the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the Autonomous College/UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.
- f. The requirement of project/dissertation, as notified by the respective Autonomous College/UTD need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of Autonomous College/ UTD.

15. Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of atleast seventy-five percent of theory lectures and practicals separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor/Principal of autonomous colleges.

16. Examination & Evaluation:

- 16.1 Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.16.
- 16.2 The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD/Autonomous College. In case of internal assessment, the college/UTD/University shall distribute and design their assessment so that at least two tests are conducted in a semester.
- 16.3 UTD/Autonomous colleges may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
- 16.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.6.

16.5 The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

16.6 In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.

16.7 If a student obtains F or Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University/UTD. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

16.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

- 16.9** On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- 16.10** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- 16.11** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 16.12** The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- 16.13** Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

Course (Credit)	Course Type	Credits Allocated			Distribution of Theory Marks			Distribution of Practical Marks			Tutorial Marks
		Theory	Practical	Tutorial	Internals (Through CCE)	External (-End Semester Exam)	Internal	External (End Semester Practical Exam)			
1	Core/GE/DSE (6)	6	NA	NA	40	60	NA	NA	NA		
2	Core/DSE/GE (6)	4	2	NA	40	60	40	60	NA		
3	Core/DSE/GE (6)	2	4	NA	40	60	50 (Through CCE)	50	NA		
4	Core/DSE/GE (6)	5	NA	1	40	60	NA	NA	100		
5	DSE/SEC (Vocational Courses) (4)	4	0	NA	40	60	NA	NA	NA		
6	DSE/SEC (Vocational Courses) (4)	3	1(P, T, W, etc)	NA	40	60	NA	100	NA		
7	DSE/SEC (Vocational Courses) (4)	1	3(P, T, W, etc)	NA	40	60	50 (Through CCE)	50	NA		
8	DSE/SEC (Vocational Courses)(4)	3	NA	1	40	60	NA	NA	100		
9	AECC (Foundation Course) (4)	4	NA	NA	40	60	NA	NA	NA		
10	Field-Projects / Internship / Apprenticeship / Community engagement & service/Research Project (6)	(i) Field-Projects / Internship / Apprenticeship / Community engagement & service: 4 Credits (75 Marks) (ii) Evaluation of Report 2Credit(25 Marks)									
11	Research Methodology(4)	3	NA	1	40	60	NA	NA	100		
12	Dissertation (10)	Evaluation of Thesis: 6 Credits (50 Marks)+ Pre submission viva-voce: 2 Credit(25 Marks)+ External viva-voce: 2 Credit(25 Marks)									

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

18. Calculation of SGPA /CGPA:

18.1 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance 14.

18.2 CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 14,

19. On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off upto second decimal point.

20. The student will be examined by the university as per the prevailing syllabus and scheme of examination.

21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
22. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
23. Grade sheets will be developed as given in Ordinance 14.
24. **Credit Transfer:**
 - 24.1 The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
 - 24.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank Of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 24.3 Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.
25. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
26. The guidelines ,related to this programme, issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
27. In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
28. If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER**ANNEXURE-S-2****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20		-	138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

Mansarovar University, Sehore

Ordinance 106 A

Ordinance for three/four years Undergraduate Degree

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of this Ordinance shall be applicable from the academic session 2022-23.
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com.), Bachelor of Computer Application (B.C.A.), Bachelor of Business Administration (B.B.A.), Bachelor of Home Science (B.H.Sc.) and other similar Undergraduate programmes notified by the University.
3. The Ordinance shall be applicable to all such programmes being run by the University in its Teaching Departments (UTDs)/SOS (School of Studies) and its constituent units for their regular as well as non-collegiate (private) students.
4. Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its UTDs/SOS. Admission to the 4-th year (Level 8) shall be available only in the institutions which are offering 4-year Undergraduate Programme. Autonomous colleges with NAAC grade "A" or above can frame their admission guideline completely based on merit subject to the reservation policy of the government.
5. Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.
6. The admission shall be made on merit calculated on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.
7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University. The in-take capacity shall be determined in advance by the university/autonomous college in accordance with the guidelines/norms in this regard issued by the State Government/UGC, MPPURC and other statutory bodies concerned so

that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website.

8. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
9. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
 - i) Disciplinary/interdisciplinary/Major (48 credits)
 - ii) Disciplinary/interdisciplinary/Minor (32 credits)
 - iii) Generic Elective (16 credits)
 - iv) Discipline Specific Elective (16 credits)
 - v) Skill Enhancement Courses/Vocational Courses (12 credits)
 - vi) Ability Enhancement Courses (08 credits)
 - vii) Field projects/internship/apprenticeship/community engagement and service/research project (28 credits).

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

2nd Year

Entry 2. The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diplomain the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *UndergraduateDiplomainhand*. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
 - Credits' for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.
11. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.
- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of *Undergraduate Degree and Undergraduate Degree (Honours/Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

12. TYPES OF COURSES

Each of the subject/categories(i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

12.1. Core Course: Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

12.2. Elective Course:

Generally a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

12.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

12.2.2 Dissertation/Project:

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

12.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- 12.4.** The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

13.1. First Year (Level 5):

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

13.2. Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2.

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

13.3. Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

13.4. Fourth Year (Level 8):**(a) Bachelor with Honours:**

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2 .

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

13.5. Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 shown in clause 13.8.

13.6. Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

13.8. Table-2: Proposed Structure for Undergraduate Programme: UGCCBCS System for Universities / Autonomous Colleges

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/Internship/appre- nticeship/community eng- agement and service	Credits	Qualification title (Credit require- ment)
		Subject I	Subject II	Subject III						
Level 5	1	Major 1 (6 Credits)	Minor 1 (6 Credits)	Generic Elective Course 1 (4 Credits)	1 (4 Credits)	1 (4 Credits)		# Inter/Intra Faculty	6+6+4+4 = 20	(40) Undergraduate Certificate in Main Faculty
	2	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	
Level 6	3	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	(80) Undergraduate Diploma in Main Faculty
	4	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	
Level 7	5	1 (6 Credits)			1 (4 Credits)		DSE-1 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	(120) Bachelor Degree in Main Faculty
	6	1 (6 Credits)					DSE-2 (4 credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	
Level 8	7	1 (6 Credits)	1 Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	(160) Bachelor Degree (Honours) in Main faculty
	8	1 (6 Credits)	1 (4 Credits)					1 (10 Credits) Research Project	6+4+10 = 20	Bachelor Degree (Research) in Main faculty
Total		48 Credits	32 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits	

14. Choice to Select the MOOC Courses:

- a. The Autonomous College/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the Autonomous College/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the College/UTD.
- c. The Autonomous College/UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the Autonomous College/UTD.
- d. The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The Autonomous College/University will take a decision for allowing the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the Autonomous College/UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.
- f. The requirement of project/dissertation, as notified by the respective Autonomous College/UTD need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of Autonomous College/ UTD.

15. Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of atleast seventy-five percent of theory lectures and practicals separately will be required in each course to sit in the semester end examination. For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor/Principal of autonomous colleges.

16. Examination & Evaluation:

- 16.1 Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.16.
- 16.2 The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD/Autonomous College. In case of internal assessment, the college/UTD/University shall distribute and design their assessment so that at least two tests are conducted in a semester.
- 16.3 UTD/Autonomous colleges may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
- 16.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.6.

16.5 The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

16.6 In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then Fgrade will be awarded, otherwise the grades will be awarded as per above mentioned table.

16.7 If a student obtains For Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University/UTD. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

16.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given

second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

- 16.9** On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- 16.10** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- 16.11** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 16.12** The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- 16.13** Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

Course (Credit)	Course Type	Credits Allocated			Distribution of Theory Marks			Distribution of Practical Marks			Tutorial Marks
		Theory	Practical	Tutorial	Internals (Through CCE)	External (-End Semester Exam)	Internal	External (End Semester Practical Exam)			
1	Core/GE/DSE (6)	6	NA	NA	40	60	NA	NA	NA	NA	
2	Core/DSE/GE (6)	4	2	NA	40	60	40	60	NA	NA	
3	Core/DSE/GE (6)	2	4	NA	40	60	50 (Through CCE)	50	NA	NA	
4	Core/DSE/GE (6)	5	NA	1	40	60	NA	NA	100	NA	
5	DSE/SEC (Vocational Courses) (4)	4	0	NA	40	60	NA	NA	NA	NA	
6	DSE/SEC (Vocational Courses) (4)	3	1(P,T,W,etc)	NA	40	60	NA	100	NA	NA	
7	DSE/SEC (Vocational Courses) (4)	1	3(P,T,W,etc)	NA	40	60	50 (Through CCE)	50	NA	NA	
8	DSE/SEC (Vocational Courses) (4)	3	NA	1	40	60	NA	NA	100	NA	
9	AEEC (Foundation Course) (4)	4	NA	NA	40	60	NA	NA	NA	NA	
10	Field-Projects / Internship / Apprenticeship / Community engagement & service/Research Project (6)	(i) Field-Projects / Internship / Apprenticeship / Community engagement & service: 4 Credits (75 Marks) (ii) Evaluation of Report 2 Credit (25 Marks)									
11	Research Methodology (4)	3	NA	1	40	60	NA	NA	100	NA	
12	Dissertation (10)	Evaluation of Thesis: 6 Credits (50 Marks) + Pre submission viva-voce: 2 Credit (25 Marks) + External viva-voce: 2 Credit (25 Marks)									

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

18. Calculation of SGPA/CGPA:

- 18.1** The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance 14.

- 18.2** CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 14,

- 19.** On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degree should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off upto second decimal point.

- 20.** The student will be examined by the university as per the prevailing syllabus and scheme of examination.

21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
22. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
23. Grade sheets will be developed as given in Ordinance 14.
24. **Credit Transfer:**
 - 24.1 The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
 - 24.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank Of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 24.3 Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.
25. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
26. The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
27. In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
28. If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20	-		138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

SARDAR PATEL UNIVERSITY BALAGHAT (M.P.)

ORDINANCE NO.76A

Ordinance for three/four years Undergraduate Degree (CBCS Semester Mode)

Implementation of New Education Policy 2020 in

Ordinance for BCA, BBA/BBA(Honors)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of this Ordinance shall be applicable on pre published Under Graduate CBCS semester mode ordinance no. 27, 32 of BCA, BBA/BBA(Honors) from the academic session 2022-23.
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Computer Application (B.C.A.) ordinance no. 27, Bachelor of Business Administration (B.B.A.) ordinance no. 32 and other similar Undergraduate programmes notified by the University.
3. The Ordinance shall be applicable to all such programmes being run by the University in its Teaching Departments (UTDs)/SOS (School of Studies) and its constitute units for their regular as well as non-collegiate (private) students.
4. Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its UTDs/SOS. Admission to the 4-th year (Level 8) shall be available only in the institutions which are offering 4-year Undergraduate Programme. Autonomous colleges with NAAC grade "A" or above can frame their admission guideline completely based on merit subject to the reservation policy of the government.
5. Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.
6. The admission shall be made on merit calculated on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.

7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University. The in-take capacity shall be determined in advance by the university/autonomous college in accordance with the guidelines/norms in this regard issued by the State Government / UGC & MPPURC and other statutory bodies concerned so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website.
8. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
9. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
 - i) Disciplinary/interdisciplinary/Major (**48 credits**)
 - ii) Disciplinary/interdisciplinary/Minor (**32 credits**)
 - iii) Generic Elective (**16 credits**)
 - iv) Discipline Specific Elective (**16 credits**)
 - v) Skill Enhancement Courses/Vocational Courses (**12 credits**)
 - vi) Ability Enhancement Courses (**08 credits**)
 - vii) Field projects/internship/apprenticeship/community engagement and service/research project (**28credits**).

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P.Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

2nd Year

Entry 2. The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
- Credits' for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.

11. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

12. TYPES OF COURSES

Each of the subject/categories(i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

12.1. CoreCourse:

Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

12.2. Elective Course:

Generally a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

12.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

12.2.2 Dissertation/Project:

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

12.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- 12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM**13.1. First Year (Level 5):**

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

13.2. Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2.

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of

credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

13.3. Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

13.4. Fourth Year (Level 8):

(a) Bachelor with Honours:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2 .

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

13.5. Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 shown in clause 13.8.

13.6. Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

13.8. Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for Universities / Autonomous Colleges

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/appre- nticeship/communityeng- agementand service	Credits	Qualification title(Creditrequir- ement)
		Subject I	Subject II	Subject III						
Level 5	1	1 (6Credits)	1 (6Credits)	1 (4Credits)	Vocational Course	1 (4Credits)		# Inter/Intra Faculty	6+6+4+4 =20	(40) UndergraduateC- ertificate in Main Faculty
	2	1 (6Credits)	1 (6Credits)	1 (4Credits)		1 (4Credits)			6+6+4+4 =20	
	3	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)				6+6+4+4 =20	(80) UndergraduateD- iplomainMain Faculty
	4	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)				6+6+4+4 =20	
Level 7	5	1 (6 Credits)			1 (4Credits)		DSE-1 (4credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	(120) Bachelor Degree inMain Faculty
	6	1 (6 Credits)					DSE-2 (4credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
Level 8	7	1 (6 Credits)	1 Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	(160) Bachelor Degree (Honours)inMain faculty
	8	1 (6 Credits)	1 (4 Credits)					1 (10Credits) Research Project	6+4+10 =20	Bachelor Degree (Research)in Main faculty
Total		48Credits	32Credits	16Credits	12Credits	08Credits	16 credits	28Credits	160 Credits	

14. Choice to Select the MOOC Courses:

- a. The Autonomous College/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the Autonomous College/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the College/UTD.
- c. The Autonomous College/UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the Autonomous College/UTD.
- d. The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The Autonomous College/University will take a decision for allowing the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the Autonomous College/UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.
- f. The requirement of project/dissertation, as notified by the respective Autonomous College/UTD need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of Autonomous College/ UTD.

15. Requirement of attendance will be as per University Ordinance governing the examinations.

In general attendance of atleast seventy-five percent of theory lectures and practicals separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor/Principal of autonomous colleges.

16. Examination & Evaluation:

16.1 Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.16.

16.2 The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD/Autonomous College. In case of internal assessment, the college/UTD/University shall distribute and design their assessment so that at least two tests are conducted in a semester.

16.3 UTD/Autonomous colleges may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.

16.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.6.

16.5 The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

16.6 In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then Fgrade will be awarded, otherwise the grades will be awarded as per above mentioned table.

16.7 If a student obtains For Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University/UTD. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

16.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given

second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

- 16.9** On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- 16.10** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- 16.11** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 16.12** The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- 16.13** Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

[illegible]

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

18. Calculation of SGPA/CGPA:

18.1 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance 14.

18.2 CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 14,

19. On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

Equivalent Percentage = CGPA x 10

The percentage will be rounded off upto second decimal point.

20. The student will be examined by the university as per the prevailing syllabus and scheme of examination.

21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
22. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
23. Grade sheets will be developed as given in Ordinance 14.
24. **Credit Transfer:**
 - 24.1 The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
 - 24.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank Of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 24.3 Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.
25. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
26. The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
27. In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
28. If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20		-	138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

Dr C. V. Raman University, Khandwa

Ordinance 56 A

Ordinance for three/four years Undergraduate Degree (CBCS Semester Mode)

(As per the “Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions” issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of this Ordinance shall be applicable from the academic session 2021-22.
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com.), Bachelor of Computer Application (B.C.A.), Bachelor of Business Administration (B.B.A.), Bachelor of Home Science (B.H.Sc.) and other similar Undergraduate programmes notified by the University.
3. The Ordinance shall be applicable to all such programmes being run by the University in its Teaching Departments (UTDs)/SOS (School of Studies) and its affiliated autonomous colleges for their regular as well as non-collegiate (private) students.
4. Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its UTDs/SOS. Admission to the 4-th year (Level 8) shall be available only in the institutions which are offering 4-year Undergraduate Programme. Autonomous colleges with NAAC grade "A" or above can frame their admission guideline completely based on merit subject to the reservation policy of the government.
5. Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.
6. The admission shall be made on merit calculated on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.
7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University. The in-take capacity shall be determined in advance by the university/autonomous college in accordance with the guidelines/norms in this regard

issued by the State Government/UGC and other statutory bodies concerned so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website.

8. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
9. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
 - i) Disciplinary/interdisciplinary/Major (48 credits)
 - ii) Disciplinary/interdisciplinary/Minor (32 credits)
 - iii) Generic Elective (16 credits)
 - iv) Discipline Specific Elective (16 credits)
 - v) Skill Enhancement Courses/Vocational Courses (12 credits)
 - vi) Ability Enhancement Courses (08 credits)
 - vii) Field projects/internship/apprenticeship/community engagement and service/research project (28 credits).

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

2nd Year

Entry 2. The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diplomain the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diplomain* hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
- Credits' for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.

11. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

12. TYPES OF COURSES

Each of the subject/categories(i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

12.1. CoreCourse: Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

12.2. Elective Course:
Generally a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

12.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

12.2.2 Dissertation/Project:

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

12.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- 12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

13.1. First Year (Level 5):

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

13.2. Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2.

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

13.3. Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

13.4. Fourth Year (Level 8):**(a) Bachelor with Honours:**

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2 .

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

13.5. Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 shown in clause 13.8.

13.6. Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

13.8. Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for Universities / Autonomous Colleges

Level	Semester	Main Faculty (as per prerequisite)			Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/appre- nticeship/communityeng- agementand service	Credits	Qualification title(Creditrequisi- tment)
		Subject I	Subject II	Subject III							
Level 5	1	Major 1 (6Credits)	Minor 1 (6Credits)	Generic Elective Course 1 (4Credits)	1 (4Credits)	Vocational Course 1 (4Credits)	1 (4Credits)		# Inter/Intra Faculty	6+6+4+4 =20	UndergraduateC ertificate in MainFaculty (40)
	2	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)			6+6+4+4 =20	UndergraduateC ertificate in MainFaculty (80)
Level 6	3	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)			6+6+4+4 =20	UndergraduateD iplomainMain Faculty (120)
	4	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)			6+6+4+4 =20	UndergraduateD iplomainMain Faculty (120)
Level 7	5	1 (6 Credits)						DSE-1 (4credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	Bachelor Degree InMain Faculty
	6	1 (6 Credits)						DSE-2 (4credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	Bachelor Degree InMain Faculty
Level 8	7	1 (6 Credits)	Research Methodology (4 Credits)					DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	Bachelor Degree (Honours)inMain faculty Bachelor Degree (Research)in Main faculty
	8	1 (6 Credits)	1 (4 Credits)						1 (10Credits) Research Project	6+4 +10 =20	Bachelor Degree (Research)in Main faculty
Total		48Credits	32Credits	16Credits	12Credits	08Credits	16 credits	28Credits	160 Credits		

14. Choice to Select the MOOC Courses:

- a. The Autonomous College/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the Autonomous College/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the College/UTD.
- c. The Autonomous College/UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the Autonomous College/UTD.
- d. The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The Autonomous College/University will take a decision for allowing the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the Autonomous College/UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.
- f. The requirement of project/dissertation, as notified by the respective Autonomous College/UTD need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of Autonomous College/ UTD.

- 15.** Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of atleast seventy-five percent of theory lectures and practicals separately will be required in each course to sit in the semester end examination. For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/scssional held in each course may be condoned by the Vice Chancellor/Principal of autonomous colleges.

16. Examination & Evaluation:

- 16.1** Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.16.
- 16.2** The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD/Autonomous College. In case of internal assessment, the college/UTD/University shall distribute and design their assessment so that at least two tests are conducted in a semester.
- 16.3** UTD/Autonomous colleges may design their own mode of internal assessment with due approval from respective academic council in view of the “Evaluation Reforms in Higher Educational Institutions, 2019” published by the UGC.
- 16.4** Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.6.

16.5 The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

16.6 In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then Fgrade will be awarded, otherwise the grades will be awarded as per above mentioned table.

16.7 If a student obtains For Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University/UTD. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

16.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given

second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

- 16.9** On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- 16.10** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- 16.11** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 16.12** The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- 16.13** Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

Table 3: Structure of Credit Course (Semester-System)

Course (Credit)	Course Type	Credits Allocated			Distribution of Theory Marks			Distribution of Practical Marks			Tutorial Marks
		Theory	Practical	Tutorial	Internals (Through CCE)	External (-End Semester Exam)	Internal	External (End Semester Practical Exam)			
1 Core/GE/DSE (6)	Type-1	6	NA	NA	40	60	NA	NA	NA	NA	
2 Core/DSE/GE (6)	Type-2	4	2	NA	40	60	40	60	NA	NA	
3 Core/DSE/GE (6)	Type-3	2	4	NA	40	60	50 (Through COE)	50	NA	NA	
4 Core/DSE/GE (6)	Type-4	5	NA	1	40	60	NA	NA	100	100	
5 DSE/SEC (Vocational Courses) (4)	Type-1	4	0	NA	40	60	NA	NA	NA	NA	
6 DSE/SEC (Vocational Courses) (4)	Type-2	3	1 (P, T, W, etc)	NA	40	60	NA	100	NA	NA	
7 DSE/SEC (Vocational Courses) (4)	Type-3	1	3 (P, T, W, etc)	NA	40	60	50 (Through COE)	50	NA	NA	
8 DSE/SEC (Vocational Courses) (4)	Type-4	3	NA	1	40	60	NA	NA	100	100	
9 AECC (Foundation Course) (4)	Type-1	4	NA	NA	40	60	NA	NA	NA	NA	
10 Field-Projects / Internship / Apprenticeship / Community engagement & service/Research Project (6)	NA	(i) Field-Projects / Internship / Apprenticeship / Community engagement & service: 4 Credits (75 Marks) (ii) Evaluation of Report: 2 Credits (25 Marks)									
11 Research Methodology (4)	Type-4	3	NA	1	40	60	NA	NA	100	100	
12 Dissertation (10)	NA	Evaluation of Thesis: 6 Credits (50 Marks)+ Pre submission viva-voce: 2 Credits (25 Marks)+ External viva-voce: 2 Credits (25 Marks)									

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

18. Calculation of SGPA/CGPA:

18.1 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance 14.

18.2 CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 14,

19. On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degree should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

Equivalent Percentage = CGPA x 10

The percentage will be rounded off upto second decimal point.

20. The student will be examined by the university as per the prevailing syllabus and scheme of examination.

21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
22. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
23. Grade sheets will be developed as given in Ordinance 14.
24. **Credit Transfer:**
 - 24.1 The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
 - 24.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank Of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 24.3 Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.
25. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
26. The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
27. In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
28. If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER**ANNEXURE-S-2****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20	-	-	138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

SHRI KRISHNA UNIVERSITY, Chhatarpur
ORDINANCE NO. 101A OF 2022

Ordinance for three/four years Undergraduate Degree (CBCS Semester Mode)

(As per the “Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions” issued by UGC, New Delhi under National Education Policy 2020)

The Provisions of this ordinance are similar to the provisions pertaining to regular students and UTDs/ SoS in the ordinance 14 A, promulgated for the universities covered under M.P. University Act, 1973.

This ordinance shall be applicable to the concerned programs from the academic session 2022-23

Any subsequent amendment in 14 A shall be suo-moto adopted.

1. The provisions of this Ordinance shall be applicable to the pre published ordinances No 28, 35, 50, 58, 60, 75, 76, 82, 102, 103, 116 from the academic session 2022-23.
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com.), Bachelor of Business Administration (B.B.A.), Bachelor of Home Science (B.H.Sc.), B.Music, Bachelor of Hospital Management (BHM), Bachelor of Library & Information Science (B.Lib & I.Sc.), Bachelor of Journalism & Mass Communication/ Bachelor of Arts (Journalism & Mass Communication) (BJMC/BAJMC), B.A. Animation & Graphic Design, B.Sc. Yoga, Bachelor of Computer Application (B.C.A.), B.A. (Home Economics), Bachelor of Physical Education & Sports (B.P.E.S.), B.Sc. in Hospitality and Hotel Administration and other similar Undergraduate programmes notified by the University.
3. The Ordinance shall be applicable to all such programmes being run by the University in its Teaching Departments (UTDs)/SOS (School of Studies) and its constituent units for their regular students.
4. Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its UTDs/SOS. Admission to the 4-th year (Level 8) shall be available only in the institutions which are offering 4-year Undergraduate Programme.

Autonomous colleges with NAAC grade "A" or above can frame their admission guideline completely based on merit subject to the reservation policy of the government.

5. Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.
6. The admission shall be made on merit calculated on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.
7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University. The in-take capacity shall be determined in advance by the university/autonomous college in accordance with the guidelines/norms in this regard issued by the State Government/UGC and Madhya Pradesh Private University Regulatory Commission (MPPURC) concerned so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website.
8. Depending upon the academic and physical facilities available, the university may remark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
9. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
 - i) Disciplinary/interdisciplinary/Major (48 credits)
 - ii) Disciplinary/interdisciplinary/Minor (32 credits)
 - iii) Generic Elective (16 credits)
 - iv) Discipline Specific Elective (16 credits)
 - v) Skill Enhancement Courses/Vocational Courses (12 credits)
 - vi) Ability Enhancement Courses (08 credits)

vii) Field projects/internship/apprenticeship/community engagement and service/research project (28credits).

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P.Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

2nd Year

Entry 2. The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate*

Degree in the faculty of her/his Major Subject. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a **Bachelor's degree (Honours/Research) (Level 8)** in a specified field of learning would have completed all requirements of the relevant **three-year bachelor degree (Level 7)**. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for **Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject**. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor's Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor's Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;

- Credits' for internship shall be *one credit per week* of internship, subject to a *maximum of six credits in a semester*.

11. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of *Undergraduate Degree and Undergraduate Degree (Honours/Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

12. TYPES OF COURSES

Each of the subject/categories(i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

12.1. **Core Course:** Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

12.2. **Elective Course:**

Generally a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

12.2.1 **Discipline Specific Elective (DSE) Course:**

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

12.2.2 **Dissertation/Project:**

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

12.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- 12.4.** The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

13.1. First Year (Level 5):

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A

student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), where as generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

13.2. Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2 .

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

13.3. Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

13.4. Fourth Year (Level 8):

(a) Bachelor with Honours:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2 .

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

13.5. Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 shown in clause 13.8.

13.6. Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

13.8. Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for Universities /Autonomous Colleges

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/apprenticeship/ community engagement and service	Credits	Qualification title (Credit requirement)
		Subject I	Subject II	Subject III						
Level 6	1	Major 1 (6 Credits)	Minor 1 (6 Credits)	Generic Elective Course 1 (4 Credits)	Vocational Course 1 (4 Credits)	1 (4 Credits)		# Inter/Intra Faculty	6+6+4+4 =20	Undergraduate Certificate in Main Faculty (80)
	2	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 =20	Undergraduate Diploma in Main Faculty (120)
	3	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)				6+6+4+4 =20	Bachelor Degree (Honours) in Main Faculty (160)
	4	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)				6+6+4+4 =20	
Level 7	5	1 (6 Credits)			1 (4 Credits)		DSE-1 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
	6	1 (6 Credits)					DSE-2 (4 credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
Level 8	7	1 (6 Credits)	Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
	8	1 (6 Credits)	1 (4 Credits)					1 (10 Credits) Research Project	6+4 +10 =20	
Total		48 Credits	32 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits	

14. Choice to Select the MOOC Courses:

- a. The Autonomous College/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the Autonomous College/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the College/UTD.
- c. The Autonomous College/UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the Autonomous College/UTD.
- d. The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The Autonomous College/University will take a decision for allowing the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the Autonomous College/UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.
- f. The requirement of project/dissertation, as notified by the respective Autonomous College/UTD need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Universities/Companies/Industries with the approval of Autonomous College/UTD.

- 15.** Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of atleast seventy-five percent of theory lectures and practicals separately will be required in each course to sit in the semester end examination. For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor/Principal of autonomous colleges.

16. Examination & Evaluation:

- 16.1** Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.16.
- 16.2** The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD/Autonomous College. In case of internal assessment, the college/UTD/University shall distribute and design their assessment so that at least two tests are conducted in a semester.
- 16.3** UTD/Autonomous colleges may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
- 16.4** Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.6.
- 16.5** The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

- 16.6** In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:
If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.
- 16.7** If a student obtains For Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University/UTD. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
- 16.8** The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.
- If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.
- If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated

as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

- 16.9** On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- 16.10** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- 16.11** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 16.12** The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- 16.13** Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

18. Calculation of SGPA/CGPA:

18.1 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance 14.

18.2 CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 14,

19. On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off upto second decimal point.

20. The student will be examined by the university as per the prevailing syllabus and scheme of examination.

21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
22. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
23. Grade sheets will be developed as given in Ordinance 14.
24. **Credit Transfer:**
 - 24.1 The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
 - 24.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank Of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 24.3 Except for the cases of provisional promotions, the universities established by M.P.University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.
25. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
26. The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
27. In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
28. If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20	-		138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

MANGALAYATAN UNIVERSITY, JABALPUR**Ordinance No.68 A*****Ordinance for three/four years Undergraduate Degree (CBCS Semester Mode)*****Implementation of New Education Policy 2020 in B.A./B.Sc./B.Com./B.C.A./ B.B.A**

(As per the “Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions” issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of this Ordinance shall be applicable on pre published ordinance No. 15, 16, 19, 22, 31 from the academic session 2022-23. Any subsequent amendment in 14 A shall be suo-moto adopted.
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four -year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Arts (B A) Ordinance no. 31, Bachelor of Science (B Sc) Ordinance no. 15, Bachelor of Commerce (B Com) Ordinance No. 22, Bachelor of Computer Application (B C A) Ordinance no. 16, Bachelor of Business Administration (B B A) Ordinance no. 19 and other similar Undergraduate programmes notified by the University.
3. The Ordinance shall apply to all such programmes being run by the University in its Teaching Departments (UTD's) under all Faculty of Studies (FoS)/SOS) and its constituent units for their regular/ Private students.
4. Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its UTDs/FoS/SOS by the State Government for admission. Admission to the 4th year (Level 8) shall be based on merit subject to the Government's reservation policy.
5. Students who have completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal, or an equivalent examination from any other board recognized by the State Government/ University will be eligible for admission to these undergraduate programmes.
6. The admission shall be made on merit calculated on the basis of criteria notified by the University/State Government, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the Government from time to time.
7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University.
8. The in-take capacity shall be determined in advance by the University in advance by the university following the guidelines/norms issued by the State Government/UGC and MPPURC and other statutory bodies concerned. The same could be suitably incorporated in

the admission guidelines for the information of all concerned and uploaded on the institutional website or admission portal of Department of Higher Education.

9. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
10. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and Level 8 represents Bachelor Degree (Honours/Research) qualification (Table 1) The four-year undergraduate programme shall comprise courses under the following subjects/categories
 - I. Disciplinary/interdisciplinary Major (Core Course - DSE) (64 credits)
 - II. Disciplinary/interdisciplinary Minor (32 credits)
 - III. Generic Elective (16 credits)
 - IV. Skill Enhancement Courses/Vocational Courses (12 credits)
 - V. Ability Enhancement Courses (08 credits)
 - VI. Field projects/internship/apprenticeship/community engagement and service/research project (28 credits)

N B. For B B A/B C A/B H Sc and like programmes, a group/subject shall be chosen as Major/Minor/Generic Elective

Qualification and Credit Requirements are given in Table 1. The **entry and exit** options for students, who enter the undergraduate programme, are as follows.

1st Year (First & Second Semester-Level 5)

Entry 1 The entry requirement for first semester in Level 5 is successful completion of Class 12 from MP Board of Secondary Education, Bhopal, or an equivalent examination from any other board recognized by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student passes all the courses of Level 5 and earns the requisite number of credits, the student will become entitled to an **undergraduate certificate in the faculty of her/his Major Subject**. If she/ he wants to exit, can exit the programme with **undergraduate certificate** in hand

2nd year (Third & Fourth Semesters – Level 6)

Entry 2. The entry requirement for fourth semester in **Level 6 is the successful completion of Level 5** A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements

Exit 2: If a student passes all the courses of Level 5 & 6 and earns the requisite number of credits, the student becomes entitled to an **Undergraduate diploma in the faculty of her/his Major Subject** If she/he wants to exit, can exit the programme with **Undergraduate Diploma** in hand A diploma requires 80 credits with 40 credits in each of the two levels

3rd Year (Fifth and Sixth Semester – Level 7)

Entry 3 The entry requirement for semester six in **Level 7** is **successful completion of Level 5 & 6**. A programme of study leading the Bachelor's degree is open to those who have met the admission requirements

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns the requisite number of credits, the student becomes entitled to the **Undergraduate Degree in the faculty of her / his Major Subject**. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6 and 40 credits at level 7

4th year (Seventh and Eighth Semester – Level 8)

Entry 4: An individual seeking admission to a **Bachelor's Degree (Honours/ Research) (Level 8)** in a specified field of learning would have completed all requirements of the relevant **three- year bachelor degree (Level 7)** After completing the requirements of a three- year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree

Exit 4: If the student passes all the courses of Level 5 to 8 and earns the requisite credits, the student becomes entitled to and **Undergraduate Degree (Honours/ Research) in the faculty of her/ his Major Subject** A Bachelor's Degree (Honours/ Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6 and 40 credits at level 7, and 40 credits at level 8

Table -1: Qualification Type and Credit Requirements

Levels	Qualification Title	Credit Requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme (Programme duration first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration first two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor Degree in the faculty of the Major Subject Programme duration three years or six semesters)	120
Level 8	Bachelor Degree in the faculty of Major Subject (Honours/Research) (Programme Duration Four years or eight semesters)	160

The credits will be awarded by the university The credit can be calculated as follows

- One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of **one credit**,
- Credits for internship shall be one credit per week of training, *subject to a maximum of six credits in a semester*

11. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters, whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters

- A student who leaves the course anytime between the middle of the programme will retain the credits earned so far, which will be restored/ transferred when she/ he enters the programme again

The maximum duration for completing the undergraduate Degree and Undergraduate Degree (Honours/ Research) programme for regular students shall be 6 and 8 years, respectively; there shall be no such bar for non – collegiate (private) student

12. TYPE OF COURSES

Each of the subject/categories (i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic unites of education and/or training. Types of courses shall be as follows:

12.1 **Core Courses:** Such courses which shall compulsory be studied by the student as a core requirement of the programme.

12.2 Elective Course:

Generally, a course which the student can choose from a pool of course, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an elective course.

12.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study)

12.2.2 Dissertation /Project

An elective course designed to acquire special/advanced knowledge, such as supplement study/support to a project work, and a student studies such a course independently with advisory support by a teacher/faculty member is called Dissertation /Project. It is considered a special course involving the application of knowledge in solving/analyzing/exploring a real life situation/difficult problem for a bachelor degree with honors/research. A project/dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

12.2.3 Generic Elective

An elective course chosen generally from an unrelated discipline/subject to seek exposure of other fields is called a Generic Elective Course

12.3 The Ability Enhancement Course (AEC)

The Ability Enhancement Course (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses

- “AECC” courses are the courses based upon the content that leads to Knowledge enhancement such as,
 - Environmental Education
 - English/Hindi Communication is mandatory for all disciplines
- SEC courses are value based/skill based and may also be designed to enhance skills of the Major subject. They are aimed to provide hands on training competencies, skills etc.

- 12.4** The syllabus for a specific programme will be decided by the concerned Board of Studies of the University based on the curriculum issued by the UGC under LOCF with maximum deviation of 20%.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

13.1 First Semester:

A student shall be declared to have successfully completed the first semester if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Course (AEC).

13.2 Second Semester

A student shall be declared to have successfully completed the second semester if he/she acquires 6 credits in Core Course of the major subject, 6 credits in core course of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Course (AEC)

The student can choose his/her major, minor subject and the generic elective subject if he/she fulfils the pre-requisite prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty, a student passing Grade 12 with commerce faculty can take major subjects from commerce/arts faculty, whereas a student passing Grade 12 with arts faculty can choose major and minor subject from arts faculty only. Major and Minor subject shall belong to the same faculty (which will be called as the Mam Faculty), whereas generic elective subjects can be chosen from any faculty. However, allotment of choices will be subject to the provision of admission guidelines

13.3 Third Semester

A student shall be declared to have successfully completed the third semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Skill Enhancement Course (SEC)/Vocational Course

13.4 Fourth Semester (Level 6):

A student shall be declared to have successfully completed the fourth semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Skill Enhancement Course (SEC)/Vocational Course

The student shall be given a single chance at the entry of level 6 to interchange the major and minor subjects. However, in such cases, it will be the students' responsibility to earn additional credits to fulfil the minimum requirement of credits prescribed for the major

course. Only after fulfilment of such credits he/she will be entitled to earn Undergraduate Diploma or an Undergraduate Degree.

13.5 Fifth Semester:

A student shall be declared to have successfully complete the fifth semester, if he/she acquires 6 credits in Core Courses of the major subject, 4 credits in Skill Enhancement Course (SEC)/ Vocational Course, 4 credits in discipline specific elective (DSE) of the major subject and 6 credits in Field projects/internship/apprenticeship/community engagement and services, preferably related to major and/or minor subjects.

13.6 Sixth Semester (Level 7):

A student shall be declared to have successfully complete the Sixth semester, if he/she acquires 6 credits in Core Courses of the major subject, 8 credits in discipline specific elective (DSE) of the major subject and 6 credits in Field projects/internship/apprenticeship/community engagement and services, preferably related to major and/or minor subjects.

13.7 Seventh Semester:

Bachelor with Honours/ Research

A student shall be declared to have successfully completed the Seventh semester with honours, if he/she acquires 6 credits in Core Courses of the major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subject and 6 credits in Field project/internship/apprenticeship related to major subject.

A student shall be declared to have successfully completed the Seventh semester with research, if he/she acquires 6 credits in Core Courses of the major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subject, and 6 credits in research project.

13.8 Eighth Semester (Level 8):

Bachelor with Honours/ Research

A student shall be declared to have successfully completed the Eighth semester with honours, if he/she acquires 6 credits in Core Courses of the Major subject, 4 credits in dissertation and 10 credits in Field projects/internship/apprenticeship related to major subject.

A student shall be declared to have successfully complete the Eighth semester with research, if he/she acquires 6 credits in Core Courses of the Major subject, 4 credits in Minor and 10 credits in research project

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulation/guidelines of the UGC.

13.9 Additional Courses:

In the categories of the minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to 6 credits per year in the entire tenure of the 3-year undergraduate degree programme after paying due fees for registration and examination.

13.10 A student may change the generic elective subject in each year of the 3-year undergraduate degree programme.

IMPLEMENTATION OF NEP 2022 IN MANGALAYATANUNIVERSITY, JABALPUR

SEMESTER	OWN FACULTY			ANY FACULTY	SKILL ENHANCEMENT COURSE	ABILITY ENHANCEMENT COURSE	FIELD PROJECT/ INTERNSHIP/ APPRENTICESHIP/ COMMUNITY ENGAGEMENT AND SERVICE	CREDITS		QUALIFICATION TITLE (CREDIT REQUIREMENT)
	SUBJECT 1	SUBJECT 2	SUBJECT 3					CREDIT DISTRIBUTION	TOTAL CREDIT PER YEAR	
1	MAJOR	DSE: Discipline Specific Elective	MINOR	OPEN ELECTIVE	VOCATIONAL COURSE	FOUNDATION COURSE	INTER/ INTRA FACULTY RELATED TO MAIN SUBJECT	20	40	40 CREDITS- UNDERGRADUATE CERTIFICATE IN FACULTY
2	1 CORE COURSE (6 CREDIT)	1 (6 CREDIT)	1 (4 CREDIT)	1 (4 CREDIT)	1 (4 CREDIT)	1 (4 CREDIT)		20		
3	1 CORE COURSE (6 CREDIT)	1 (6 CREDIT)	1 (4 CREDIT)	1 (4 CREDIT)	1 (4 CREDIT)			20	40	80 CREDITS- UNDERGRADUATE DIPLOMA IN FACULTY
4	1 CORE COURSE (6 CREDIT)	1 (6 CREDIT)	1 (4 CREDIT)	1 (4 CREDIT)	1 (4 CREDIT)			20		
5	1 CORE COURSE (6 CREDIT)	1 (4 Credits)			1 (4 CREDIT)		1 (6 CREDIT)	20	40	120 CREDITS- BACHELOR IN FACULTY
6	1 CORE COURSE (6 CREDIT)	2 (4 Credit each)					1 (6 CREDIT)	20		
7	1 CORE COURSE (6 CREDIT)	1 (4 Credits)	1 (RESEARCH METHODOLOGY OF 4 CREDIT)				1 (6 CREDIT)	20	40	160 CREDITS- BACHELOR (HONOURS/ RESEARCH) IN FACULTY
8	1 CORE COURSE (6 CREDIT)		UG THESIS OF 4 CREDIT				1 (10 CREDIT) INTERNSHIP/APPRENTISH IP RELATED TO MAIN SUBJECT)	20		
TOTAL CREDITS	48	16	32	16	12	8	28	160	160	

14. Choice to Select the MOOC Courses:

- a) The UTD/FoS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognized by the central Government or the state government for credit transfer.
- b) The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the UTD/FoS in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt for courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the UTD/FoS.
- c) The UTDs/FoS shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the UTD/ FoS.
- d) The students can also opt for a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e) The University will decide to allow the online courses of SWAYAM if
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the Institution.
 - (ii) Every student opting for a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc essential for pursuing the courses shall be made available free in adequate measure by the UTD/FoS. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and facilitate/conduct the lab/practical sessions/examinations.
- f) The requirement of project/dissertation, as notified by the respective UTD/FoS needs to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Companies/ Industries with the approval of UTD/FoS.

15. Requirement of attendance will be as per University Ordinance governing the examinations. In general, attendance of at least seventy-five percentage of theory lectures and practical separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in the percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor.

16. Examination & Evaluation:

- 16.1 Generally, each course will correspond to an examination paper comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE will be 3 hours while vocational (SEC) and Ability Enhancement Course (AEC) will be 2 hours' duration. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.15

- 16.2** The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each of these, two must be written tests and the third may be written test Quiz/ Seminar/ Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination, failing which the student will be awarded Ab Grade in that course. In case of Laboratory/ Field/ Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any will be decided by the UTD/FoS. In case of internal assessment, the FoS/UTD/University shall distribute and design their assessment so that at least two tests are conducted in a semester.
- 16.3** UTD/FoS may design their mode of internal assessment with due approval from the respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC
- 16.4** Total marks obtained in Semester- End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.5
- 16.5** The grading will be made on 10-point scale as described below

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very Good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

- 16.6** In case statutory bodies of the programme issue the guidelines regarding the minimum passing percentage of marks, the grading will be done in the following manner.

If the marks obtained by the student in a course are less than the minimum cut off percentage of marks, then F grade will be awarded. Otherwise, the grades will be awarded as per above mentioned table.

- 16.7** If a student obtains F or Ab grade in any course(s), he/she will be treated as having failed in the course(s). He /She has to reappear in the examinations of that course(s) as and when conducted by the University/UTD. Marks obtained earlier in the continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
- 16.8** The student will be promoted in the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any

semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all courses offered in any semester, then the student will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester, then he/she will be provisionally promoted to the next semester with ATKT (Allowed to keep terms) in those courses in which he/she fails.

If a student fails to pass all the courses in the next ATKT Examination, the provisional promotion will be terminated but he/she will be given a second chance to pass the failed courses. Suppose the student does not successfully complete the concerned

Semester even after the aforesaid second chance. In that case, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester

- 16.9** Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- 16.10** On account of valid reasons, a student may withdraw from a semester. In such a case, that semester will be treated as zero semester.
- 16.11** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The University may allow such a student to re-register in that semester in the coming semester. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting the academic semester the semester fee will not be charged again.
- 16.12** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 16.13** The theoretical and practical courses can be repeated whenever offered or conducted by the University UTD/FoS but within the maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course
- 16.14** Applicable to UTDs in the same universities. The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

16.15. Table 3: Structure of credit course (Semester System)

	Course (Credit)	Course Type	Credit Allocated			Distribution of theory Marks		Distribution of Practical Marks		Tutorial Marks
			Theory	Practical	Tutorial	Internal (Through CCE)	External (End Semester Exam)	Internal	External (end semester Practical Exam)	
1	Core (6)	Type-1	6	NA	NA	40	60	NA	NA	NA
2	Core (6)	Type-2	4	2	NA	40	60	40	60	NA
3	Core (6)	Type-3	2	4	NA	40	60	50 (Through CCE)	50	NA
4	Core (6)	Type-4	5	NA	1	40	60	NA	NA	100
5	GE/DSE/SEC (4)	Type-1	4	0	NA	40	60	NA	NA	NA
6	GE/DSE/SEC (4)	Type-2	3	1 (P,T, W, etc)	NA	40	60	NA	100	NA
7	DSE/SEC (4)	Type-3	1	3 (P,T, W, etc)	1	40	60	50 (Through CCE)	50	NA
8	DSE/SEC (4)	Type-4	3	NA	NA	40	60	NA	NA	100
9	AECC (4)	Type-1	4	NA		40	60	NA	NA	NA
10	Field-Projects/ Internship/ Apprenticeship/ Community engagement & service (6/10)	NA	(i) Field- Projects/Internship/ Apprenticeship/ Community engagement & services 4/6 Credits (75 marks) (ii) Evaluation of Report 2/4 Credit (25 marks)							
11	Research Methodology (4)	Type-4	3	NA						100
12	Dissertation / Research Project (4/6/10)	NA	Evaluation of thesis 2/4/6 Credits (50 marks) + Pre submission viva-voce 1/1/2 Credit (25 marks) + External viva-voce 1/1/2 Credit (25 marks)							

P- Practical, T- Training, W- Workshop

17. Evaluation and Certification of MOOCs and Vocational courses:

The Guidance of University SWAYAM portal/UGC shall be followed for Evaluation and certification of MOOCs Vocational Courses, Field- Projects Internship/ Apprenticeship/ Community engagement & Service/ Research Project.

18. Calculation of SGPA/CGPA:

- 18.1** Semester Grade Point Average (SGPA) is a measure of Performance of the student in a semester. It is the ratio of total credit points secured by a student in various courses registered in that semester and the total course credits taken during that semester, i.e.

$$SGPA(S_i) = \frac{\sum C_i \times G_i}{\sum C_i}$$

where S_i is the i^{th} year, C_i is the number of the i^{th} course in the semester (S_i) and G_i is the grade point scored by the student in the i^{th} course.

- 18.2** The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student except the credits of additional courses if any. The SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

Calculation of SGPA

Course	Credits (C)	Grade	Grade Point (GP)	Credit Point (C X GP)	SGPA (Total Credit Point / Total Credit)
Course 1	6	A	8	48	146/20 = 7.30
Course 2	6	C	5	30	
Course 3	4	B	7	28	
Course 4	4	O	10	40	
Total	20			146	

- 18.3** CGPA is a measure of the overall cumulative performance of student overall the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the credits of all courses in all the semesters completed. The CGPA will be calculated as per follows

$$CGPA = \frac{\sum [C_i \times SGPA(S_i)]}{\sum C_i}$$

where SGPA (S_i) is the SGPA of the i^{th} year, C_i is the total number of credits in the i^{th} semester.

Calculation of CGPA

Semester	Credits	SGPA	Credits x AGPA	CGPA
1	20	7.50	150.00	CGPA = Total (Credits x SGPA) / Total Credits CGPA = 1229.60/160 = 7.685 = 9.69 (rounded off to second decimal point)
2	20	7.58	151.60	
3	20	7.32	146.40	
4	20	8.34	166.80	
5	20	7.58	151.60	
6	20	7.32	146.40	
7	20	8.34	166.80	
8	20	7.50	150.00	
Total	160		1229.60	

- 19.** On completing all requirement for the award of the undergraduate certificate/ diploma / degree, the CGPA will be calculated, and this value will be indicated on the certificate/

diploma / degree. The 3 year (6 semester) and 4-year (8 semester) undergraduate degree should also indicate the Division obtained as per follows

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above.
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 or above but less than 8.0.
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50.
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00.

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters

Equivalent percentage = CGPA x 10

The percentage will be rounded off up to the second decimal point.

20. The student will be examined by the University as per the prevailing syllabus and scheme of examination.
21. The candidates shall be awarded a certificate/ diploma / degree when he/she successfully earns the minimum required credits for the certificate/ diploma / degree.
22. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
23. Grade sheets will be developed by University based on model Annexure S1 to S4.
24. **Credit Transfer:**
- 24.1. The credit transfer shall be implemented as per the policy of the University framed in accordance with the guidelines issued by UGC from time to time.
- 24.2. The member institutions of the Academic Bank of credit established vide University Grant Commission (Established and operation of Academic Bank of credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this as amended from time to time.
- 24.3. Except for the cases of provisional promotions, the universities established by M.P. University Act. 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfill some eligibility criteria, drawing parity for a course, framed by the University in which the students seeks admission.
25. If any questions arise relating to the interpretation of the provisions of this ordinance. It shall be referred to State Govt whose decision thereon shall be applicable.
26. The guidelines, related to this programme, issued by the statutory bodies e.g., UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
27. In matter not covered under this Ordinance, general rules of the University shall be applicable, otherwise, the state government's directions shall be applicable.
28. If UGC notifies any changes in future in its Regulations in this regard, the same will be incorporated in existing Ordinance with the approval by the Kuladhipati on the recommendation of the Higher Education Department.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20	-		138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

IES UNIVERSITY, BHOPAL

ORDINANCE NO. 191 A

Implementation of New Education Policy 2020 in

Ordinance for Three/Four Years (Honors/Research) B.C.A./B.B.A./B.Sc. (Hons.)/B.Sc./B.Com. (Hons.)/B.A.J.M.C/BPA (Music)/B.Sc.(Hospitality & Hotel Administration)/B.Des./B.I.D./B.A./B.Sc.(Multimedia)/B.A.(Multimedia)/BPES/B.Sc.(Yogaand Consciousness)/B.Sc. (Yoga Therapy)/B.Voc./BHMCT/Bachelor of Hotel management/ BTTM/BBA (Airlines and Airport Management/ BFA/BPA (Dance)/ BPA (Theatre)/BVA/B.Stat./B.Com./BSW/B.Sc.(Sanitary Sciences)/BCA (Hons.)/B.Sc. (Home Science)/Bachelor of Yoga/Bachelor of NaturopathyUndergraduate Degree (CBCS Semester Mode)

This ordinance is framed as per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020)

191A.1 Title of the Degree: The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as B.C.A./B.B.A./B.Sc. (Hons.)/ B.Sc./B.Com. (Hons.)/ B.A.J.M.C/ BPA (Music)/ B.Sc. (Hospitality & Hotel Administration)/ B.Des./B.I.D./B.A./B.Sc. (Multimedia)/B.A. (Multimedia)/BPES/B.Sc. (Yoga and Consciousness)/ B.Sc. (Yoga Therapy)/B.Voc./BHMCT/Bachelor of Hotel management/ BTTM/ BBA (Airlines and Airport Management/ BFA/BPA (Dance)/ BPA (Theatre)/BVA/B.Stat./B.Com./ BSW/B.Sc. (Sanitary Sciences)/BCA (Hons.)/ B.Sc. (Home Science)/Bachelor of Yoga/Bachelor of Naturopathyand other similar Undergraduate programmes notified by the IES University.

191A.2 Faculty Name: Faculty as stated in Ordinance No. 20, 22, 24, 25, 26, 33, 45, 47, 50, 51, 81, 82, 84, 93, 96, 97, 107, 118, 119, 122, 126, 127, 129, 130, 133, 136,137, 141,145, '46,169, 187,188.

191A.3 Course Name: Bachelor DegreeUndergraduate (Honors/Research) will be offered in different specializations as covered in ordinance no. 20, 22, 24, 25, 26, 33, 45, 47, 50, 51, 81, 82, 84, 93, 96, 97, 107, 118, 119, 122, 126, 127, 129, 130, 133, 136,137, 141,145, 146, 169, 187, 188 of IES University.

191A.4The provisions of this Ordinance shall be applicable from the academic session 2022-23.

191A.5The Ordinance shall apply to all such programmes being run by the IES University in its constituent unit(s)/University Teaching Departments (UTDs)/Faculty for their students.

191A.6 Admission rules and guidelines for admission to these programmes will be framed by the IES University for admission in its constituent unit(s)/Department(s)/Faculty. Admission to the 4-th year (Level 8) shall be available only in the institutions which are offering 4-year Undergraduate Programmes.

191A.7 Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognized by the State Government/University will be eligible for admission to these undergraduate programmes.

191A.8 The admission shall be made on merit calculated on the basis of criteria notified by the IES University and State Govt. keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy Issued by the Government from time to time.

191A.9 Student enrolment in a programme course shall be restricted to the seats allotted by the IES University. The in-take capacity shall be determined in advance by the university in accordance with the guidelines/norms in this regard issued by the State Government/UGC and other statutory bodies concerned so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website.

191A.10 Depending upon the academic and physical facilities available, the IES university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the second year/third year/fourth year of a first-degree programme, if the student has successfully completed the first year/second year third year of the same. programme in any institution and wants to re-enter into the programme after a break in studies.

191A.11 Multiple Entry and Exit System

To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:

- i) Disciplinary/interdisciplinary/Major (48 credits)
- ii) Disciplinary/interdisciplinary/Minor (32 credits)
- iii) Generic Elective (16 credits)
- iv) Discipline Specific Elective (16 credits)
- v) Skill Enhancement Courses/Vocational Courses (12 credits)
- vi) Ability Enhancement Courses (08 credits)
- vii) Field projects/internship/apprenticeship/community engagement and service/research project (28 credits).

Qualification and Credit Requirements are given in Table. 2. The entry and exit options for students, who enter the undergraduate programmes, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognized by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student passes all the courses of Level 5 and earns requisite number of credits, the student will become entitled for Undergraduate certificate in the faculty of her/his Major Subject. If she/he wants to exit, can exit the programme with Undergraduate certificate in hand.

2nd Year

Entry 2. The entry requirement for Level 6 is successful completion of Level 5. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for Undergraduate Diploma in the faculty of her/his Major Subject. If she/he wants to exit, can exit the programme with Undergraduate Diploma in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for Level 7 is successful completion of Level 5&6. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the Undergraduate Degree in the faculty of her/his Major Subject. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a Bachelor's degree (Honours/Research) (Level 8) in a specified field of learning would have completed all requirements of the relevant three-year bachelor degree (Level 7). After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for Undergraduate Degree (Honours/Research) in the faculty of her/his Major Subject. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
- Credits' for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.

191A.11 The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

191A.12 TYPES OF COURSES

Each of the subject/categories (i) to (v) as specified in 191A.11 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

191A.12.1. Core Course: Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

191A. 12.2. Elective Course:

Generally, a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

191A. 12.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

191A.12.2.2 Dissertation/Project:

An elective course designed to acquire special/advanced knowledge such as supplement study/support study to a project work, and a student studies such

a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research.

A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

191A.12.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

191A.12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
 - Skill Enhancement Courses (SEC) or Vocational Courses.
- “AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;
- Environmental Education
 - English/Hindi Communication are mandatory for all disciplines.
- SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

191A.12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

191A.13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

191A.13.1. First Year (Level 5):

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student

passing grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

191A.13.2. Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2 .

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

191A.13.3. Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

191A.13.4. Fourth Year (Level 8):

(a) Bachelor with Honours:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2 . The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

191A.13.5. Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 as shown in clause 191A.13.7.

191A.13.6. Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

191A.13.7. Table-2: Proposed Structure for Undergraduate Programme:UGC CBCS System for University

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty		Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/ap prenticeship/communi ty engagement and service	Credits	Qualification title(Creditreq uirement)
		Subject I	Subject II	Subject III	Subject IV						
Level 6	1	Major 1 (6Credits)	Minor 1 (6Credits)	Generic Elective Course 1 (4Credits)		Vocational Course 1 (4Credits)	1 (4Credits)		# Inter/intra Faculty	6+6+4+4 =20	Undergraduate Certificate in Main Faculty (40)
	2	1 (6Credits)	1 (6Credits)	1 (4Credits)			1 (4Credits)			6+6+4+4 =20	Undergraduate Certificate in Main Faculty (80)
	3	1 (6Credits)	1 (6Credits)	1 (4Credits)		1 (4Credits)				6+6+4+4 =20	Undergraduate Diploma in Main Faculty
	4	1 (6Credits)	1 (6Credits)	1 (4Credits)		1 (4Credits)				6+6+4+4 =20	Undergraduate Diploma in Main Faculty
Level 7	5	1 (6 Credits)				1 (4Credits)		DSE-1 (4credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	Bachelor Degree in Main Faculty (120)
	6	1 (6 Credits)						DSE-2 (4credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
Level 8	7	1 (6 Credits)	1 Research Methodology (4 Credits)					DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	(160) Bachelor Degree (Honours) in Ma in faculty Bachelor Degree (Research) in Main faculty
	8	1 (6 Credits)	1 (4 Credits)						1 (10Credits) Research Project	6+4 +10 =20	
Total		48 Credits	32 Credits	16 Credits		12 Credits	08 Credits	16 credits	28 Credits	160 Credits	

191A.15. Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of atleast seventy-five percent of theory lectures and practical separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor.

191A.16. Examination & Evaluation:

191A. 16.1 Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 191A. 16.14.

191A. 16.2 The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the Constituent unit(s)/University Teaching Departments (UTDs)/Faculty of IES University. In case of internal assessment, the Constituent unit(s)/University Teaching Departments (UTDs)/Faculty shall distribute and design their assessment so that at least two tests are conducted in a semester.

191A. 16.3 Constituent unit(s)/University Teaching Departments (UTDs)/Faculty may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.

191A. 16.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 191A. 16.5.

191A. 16.5 The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

191A. 16.6 In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.

191A. 16.7 If a student obtains F or Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the Constituent unit(s)/University Teaching Departments (UTDs)/Faculty. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

191A. 16.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given second chance to pass the failed

courses.If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

191A. 16.9 On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.

191A. 16.10 In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.

191A. 16.11 The provision for review of answer book in semester system will be available as per the existing rules of the University.

191A. 16.12 The theoretical and practical courses can be repeated whenever offered or conducted by the Constituent unit(s)/University Teaching Departments (UTDs)/Faculty but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.

191A. 16.13 Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

191A. 17 Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

191A. 18 Calculation of SGPA /CGPA:

191A. 18.1 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance no. 04.

191A. 18.2 CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance no. 04,

191A. 19 On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

Equivalent Percentage = CGPA x10

The percentage will be rounded off upto second decimal point.

191A. 20 The student will be examined by the university as per the prevailing syllabus and scheme of examination.

191A. 21 The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.

191A. 22 A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.

191A. 23 Grade sheets will be developed as given in Ordinance no.191A.

191A. 24 Credit Transfer:

191A. 24.1 The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.

191A. 24.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank Of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.

191A. 24.3 Except for the cases of provisional promotions, the universities established by M.P.University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.

191A. 25 If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.

191A. 26 The guidelines,related to this programme, issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.

191A. 27 In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.

191A. 28 If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20			146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20		-	138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

SAM Global University, Raisen**Ordinance 62 A*****Implimentation of New Education Policy 2020 in ordinances for Three/Four years
(Hons/Research) B.Sc./B.A/B.Com/B.B.A./B.J.M.C./B.H.M.C.T./B.C.A/B.Voc. programmes
of Undergraduate Degree (CBCS Semester Mode)***

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020)

The Provisions of this ordinance are similar to the provisions pertaining to regular students and UTDs/ SoS in the ordinance 14 A, promulgated for the universities covered under M.P. University Act, 1973.

This ordinance shall be applicable to the concerned programs from the academic session 2022-23

Any subsequent amendment in 14 A shall be suo-moto adopted.

62A.1 Title of the Degree : B.Sc./B.A/B.Com/B.B.A./B.J.M.C./B.H.M.C.T./B.C.A.
(Honors/Research)

62A.2 Faculty Name : Faculty as stated in Ordinance 16,17, 20, 21, 43, 45, 62

62A.3 Course Name : Bachelor Degree (Honors/Research)

Undergraduate (Honors/Research) will be offered in different specializations as covered in ordinance no. 16,17, 20, 21, 43, 45, 62 of SAM Global University.

62A.4 Duration of the Course: The provisions of this ordinance shall apply to the three year/six semester Bachelor's Degree or four years/eight semester Bachelor's Degree (Honors/Research) in undergraduate programme Bachelor of Science.

The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honors/Research) Programme for regular students shall be 6 and 8 years, respectively.

62A.5 The provisions of this Ordinance shall be applicable from the academic session 2022-23.

62A.6 The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Science (B.Sc.), Bachelor of Arts (B.A.) Bachelor of Commerce (B.Com.), Bachelor of Business Administration (B.B.A.), Bachelor of Journalism and Mass Communication (B.A.J.M.C), Bachelor of Hotel Management and Catering Technology (B.H.M.C.T.) Bachelor of Computer Application (B.C.A.), and other similar Undergraduate programmes notified by the University.

62A.7 The Ordinance shall be applicable to all such programmes being run by the University in its Teaching Departments (UTDs)/SOS (School of Studies).

62A.8 Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its UTDs/SOS. Admission to the 4-th year (Level 8) shall be available only in the institutions which are offering 4-year Undergraduate Programme. University with NAAC grade "A" or above can frame their admission guideline completely based on merit subject to the reservation policy of the government.

62A.9 Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.

- 62A.10** The admission shall be made on merit calculated on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.
- 62A.11** Student enrolment in a programme/course shall be restricted to the seats allotted by the University. The in-take capacity shall be determined in advance by the university in accordance with the guidelines/norms in this regard issued by the State Government/UGC and other statutory bodies concerned so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website.
- 62A.12** Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
- 62A.13** To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
- i) Disciplinary/interdisciplinary/Major (**48 credits**)
 - ii) Disciplinary/interdisciplinary/Minor (**32 credits**)
 - iii) Generic Elective (**16 credits**)
 - iv) Discipline Specific Elective (**16 credits**)
 - v) Skill Enhancement Courses/Vocational Courses (**12 credits**)
 - vi) Ability Enhancement Courses (**08 credits**)
 - vii) Field projects/internship/apprenticeship/community engagement and service/research project (**28 credits**).

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12th from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

2nd Year

Entry 2. The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diplomain the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diplomain hand*. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
- Credits for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.

62A.14 The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of *Undergraduate Degree and Undergraduate Degree (Honours/Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

62A.15 TYPES OF COURSES

Each of the subject/categories (i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

62A.15.1 Core Course: Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

62A.15.2 Elective Course:

Generally a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

62A.15.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

62A.15.2.2 Dissertation/Project:

An elective course designed to acquire special/ advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

62A.15.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

62A.15.4 Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
 - Skill Enhancement Courses (SEC) or Vocational Courses.
- "AECC" courses are the courses based upon the content that leads to Knowledge enhancement, such as;
- Environmental Education

- English/Hindi Communication are mandatory for all disciplines.
SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

62A.15.5 The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

62A.16 STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

62A.16.1 First Year (Level 5):

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade in 12th with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12th with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

62A.16.2 Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2.

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2.

62A.16.4 Fourth Year (Level 8):

(a) Bachelor with Honours: A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2.

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

62A.16.5 Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 shown in clause 13.8.

62A.16.6 Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

62A.17 Table-2: Proposed Structure for Undergraduate Programme: UGCCBCS System for University

Level	Semester	Main Faculty (as per prerequisite)			Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/apprenticeship/community engagement and service	Credits	Qualification title (Credit requirement)
		Subject I	Subject II	Subject III							
Level 5	1	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)		# Inter/Intra Faculty	6+6+4+4 = 20	(40) Undergraduate Certificate in Main Faculty
	2	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	(80) Undergraduate Diploma in Main Faculty
	3	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	(120) Bachelor Degree in Main Faculty
Level 6	4	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	
	5	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	
	6	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	
Level 7	7	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	
	8	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	
	9	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	
Level 8	10	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	
	11	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	
	12	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	
Total		48 Credits	32 Credits	16 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits	

62A.18 Choice to Select the MOOC Courses:

- a. The University/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the University/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the UTD.
- c. The UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the University/UTD.
- d. The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The University will take a decision for allowing the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.
- f. The requirement of project/dissertation, as notified by the respective UTD need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of UTD.

62A.19 Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of at least seventy-five percent of theory lectures and practicals separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor of University.

62A.20 Examination & Evaluation:

- i. Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory /practical/ tutorial, internal, and external

examinations and total marks for an examination are shown in the Table 3 in clause 16.16.

- ii. The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD. In case of internal assessment, University shall distribute and design their assessment so that at least two tests are conducted in a semester.
- iii. UTD may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
- iv. Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.6.
- v. The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
A+	10	Excellent	90-100
A	9	Very Good	80-89
B+	8	Good	70-79
B	7	Above Average	60-69
C	6	Average	50-59
F	0	Fail	0-49
Ab	0	Absent	Absent

- vi. In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:
- vii. If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.
- viii. If a student obtains For Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
- ix. The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

- x. If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.
- xi. If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/ she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.
- xii. Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- xiii. On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- xiv. In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- xv. The provision for review of answer book in semester system will be available as per the existing rules of the University.
- xvi. The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- xvii. Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

62A.21 Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/ SWAYAM portal/ UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field- Projects/ Internship/ Apprenticeship/ Community engagement & service/Research Project.

62A.22 Calculation of SGPA/CGPA:

- i. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.
- ii. The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance 14.
- iii. 18.2 CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 14,
- iv. On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degree should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.00 or above but less than 6.50

- v. The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:
- vi. Equivalent Percentage = CGPA x 10
- vii. The percentage will be rounded off upto second decimal point.
- viii. The student will be examined by the university as per the prevailing syllabus and scheme of examination.
- ix. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
- x. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
- xi. Grade sheets will be developed as given in Ordinance 14 if M.P. Higher Education Department..

62A.23 Credit Transfer:

- a. The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.

- b. The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
- c. Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.

62A.24 If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.

62A.25 The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/ AICTE/ BCI/ NCTE/ PCI/AYUS issued from time to time will be adopted for implementation.

62A.26 In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.

62A.27 If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20			146
SGPA		146/20			730
Grade in Repeat Examination					

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20			146
SGPA		146/20			7.30
Grade in Repeat Examination					

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20	-		138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

SANJEEV AGRAWAL GLOBAL EDUCATIONAL
UNIVERSITY, BHOPAL

Ordinance 88A

Ordinance for three/Four years Undergraduate Degree (CBCS Semester Mode)

(As per the “Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions” issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of this Ordinance shall be applicable on pre published ordinance 13 (B.Des.),15(B.B.A.),16(B.Sc.),17(B.Com.),18(B.A./B.A.J.M.C.),19(B.P.A.),20(B.F.A.), 38(B.C.A.), 62(B.V.A.), 64(B.A. Language & Culture) from the academic session 2022-23.
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Design (B. Des.) (Ordinance No. 13), Bachelor of Business Administration (B.B.A.) (Ordinance No. 15), Bachelor of Science (B.Sc.) (Ordinance No. 16), Bachelor of Commerce (B.Com.) (Ordinance No. 17), Bachelor of Arts (B.A.) & Bachelor of Arts in Journalism & Mass Communication (Ordinance No. 18), Bachelor of Performing Arts (B.P.A.) (Ordinance No. 19), Bachelor of Fine Art (B.F.A.) (Ordinance No. 20), Bachelor of Computer Application (B.C.A.) (Ordinance No. 38), Bachelor of Visual Art (B.V.A.) (Ordinance No. 62), Bachelor of Art (Language & Culture) (BA in Language & Culture) (Ordinance No. 64) and other similar Undergraduate programmes notified by the University.
3. The Ordinance shall apply to all such programmes being run by the University in its Teaching Departments (UTDs)/SOS (School of Studies) and its Constituent Units for their regular students.
4. The University will frame admission rules and guidelines for admission to these programmes in its UTDs/SOS. Admission to the 4th year (Level 8) shall be available only in the institutions offering a 4-year Undergraduate Programme.
5. Students who have completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal, or an equivalent examination from any

other board recognized by the State Government/University will be eligible for admission to these undergraduate programmes.

6. The admission shall be made on merit calculated on the basis of criteria notified by the university/ state govt., keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the Government from time to time.
7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University.
8. The in-take capacity shall be determined in advance by the University/autonomous college following the guidelines/norms issued by the State Government/UGC/MPPURC and other statutory bodies concerned. The same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website.
9. The University may earmark a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second/third/fourth year* depending upon the academic and physical facilities available. Students who have completed the first/second/third year of the same programme in any other institution are permitted to re-enter into the programme after a break in studies.
10. To enable multiple entry and exit points in the academic programmes, qualifications such as Certificate, Diploma, Degree and Degree with Honors/Research offered by the University. To enable the students to choose two disciplines/courses from the same faculty/discipline or multidiscipline. Students shall gain deep disciplinary knowledge through theory and practical experiences in their area of Specialization - I (major). They gain a reasonable understanding of the chosen area of additional study / Specialization – II (minor). Students can choose course combinations across streams / tracks as offered by the SoS with the approval of Academic Council.
11. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's Degree or four-year/eight-semester Bachelor's degree (Honours / Research) undergraduate programmes such as
Bachelor of Arts (B.A.)
Bachelor of Performing Arts (B.P.A)

Bachelor of Fine Arts (B.F.A)

Bachelor of Science (B.Sc.)

Bachelor of Commerce (B.Com)

Bachelor of Computer Application (B.C.A.)

Bachelor of Business Administration (B.B.A.)

Bachelor of Arts in Journalism and Mass Communication (B.A.J.M.C)

Bachelor of Design (B.Des.)

Bachelor of Arts in Languages and Culture (B.A)

Bachelor of Visual Arts (B.V.A.)

other similar Undergraduate programmes as notified by the University time to time.

12. ADMISSION:

The admission in the Under Graduate Programmes shall be governed by the ordinance No.01 of the University,

The University shall issue a notification for admission in level-06(2nd Year), level-07(3rd Year) and level-08(4th Year) of various UG Programmes for all odd semesters soon after the announcement of Evensemester results of the University.

Level 5 (1st Year): The entry requirement for Level 5 is after successful completion of Class 12 from Central / State Board of Secondary Education, or an equivalent examination from any other board recognized by the State Government/University.

A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements as per ordinance of that program of the University. The student can choose his/her Specialization-I (Major), Specialization-II (Minor) Courses and the generic elective course if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies.

NOTE: Major and Minor courses shall belong to the same faculty (which will be called as the Main faculty), whereas Generic Elective Course can be chosen from any faculty. However, allotment of choices will be course to the provisions of admission guidelines.

Level 6 (2nd Year). The entry requirement for Level 6 is after the successful completion of Level 5 in Main faculty with minimum credit of 40.

Level 7 (3rd Year). The entry requirement for Level 7 is after successful completion of Level 5 and 6 in Main faculty with minimum credit of 80.

Level 8 (4th Year). An individual seeking admission to a Bachelor's Degree (Honours/Research) (Level 8) in a specified field of learning would have completed three-year bachelor degree (Level 7) in Main faculty with minimum CGPA of 7.5 and secured minimum 120 credits.

13. Eligibility for Admission to NRI/Other Privileged Candidates:

Non-Resident Indian & other privileged candidates shall be eligible for admission to be course for accordance with the directives of Govt. of India and or State Government.

14. Intake :

The Intake and fees for the course shall be decided by the Board of Management of the University from time to time, subject to approval of concern Regulatory Body.

15. MEDIUM OF INSTRUCTION

English / Hindi shall be the medium of Instruction and Examination.

16. DURATION OF PROGRAM

The minimum duration of the undergraduate degree programme shall be of three academic years/six semesters, whereas that of undergraduate degree leading to Honours/Research shall be of four academic years/eight semesters. A student who leaves the Programme anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.

The extension in maximum duration shall be given on request of the students with recommendations of Academic Council and /or approval of Board of Management.

However, a student may earn additional credits on one's own. If enough credits are accumulated in the prescribed course category, a student shall be awarded the degree earned within the prescribed duration.

Candidates, who wish to complete the undergraduate programmes faster, may do so by

completing the different courses equal to the required number of credits and fulfilling all other requirements in N-1 Semesters (where N is the number of semesters of an undergraduate programme). This facility is available for the programmes with a minimum duration of three years or six semesters.

For example, a candidate may obtain his/her Six Semesters Bachelor's degree, after successfully completing five semesters of the programme, provided he/she has completed courses equal to the required/ prescribed number of credits and fulfills all other requirements for awarding the degree.

Likewise, a candidate may obtain his/her Eight Semesters Bachelor's degree with honours, after successfully completing seven semesters of the programme, provided he/she has completed courses equal to the required number of credits and fulfills all other requirements for awarding the Bachelor's degree with honours / research.

17. Exit Options

Level 5 (1st Year): After successful completion of the first year (first two semesters), a student shall be awarded with a certificate in the field of study. Alternatively, a student who has earned 46 credits or as decided by the Academic Council time to time from the prescribed number of Core Discipline Courses, Electives, Languages, Generic Electives, Ability Enhancement Courses, and Skill Enhancement Courses as mentioned in the framework for respective programmes shall be eligible for the award of a certificate in the field of study.

Note: Students who would like to exit after 1st year and want to obtain an Undergraduate Certificate in the respective programmes, have to complete a mandatory Research internship of 10 credits at SUB / Industry / Research Organization for 450 hours to be completed in 8-10 weeks.

Level 6 (2nd Year). After successful completion of two years (first four semesters), a student shall be awarded with a diploma in the field of study. Alternatively, a student who has earned 92 credits or as decided by the Academic Council time to time from the prescribed number of Discipline Core / Elective Courses, Languages, Generic Electives, Ability Enhancement Courses, and Skill Enhancement Courses as mentioned in the framework for respective programmes shall

be eligible for the award of a diploma in the field of study.

Note: Students who would like to exit after 2nd year and want to obtain an Undergraduate Diploma in the respective programmes, have to complete a mandatory Research internship of 10 credits at SUB / Industry / Research Organization for 450 hours to be completed in 8-10 weeks

Level 7 (3rd Year). after successful completion of three years (first six semesters), a student will be awarded with a Bachelor's Degree in the field of study. Alternatively, a student who has earned 132 credits from the prescribed number of Discipline Core / Elective Courses, Languages, Open Electives, Ability Enhancement Courses, and Skill Enhancement Courses as mentioned in the framework for respective programmes shall be eligible for the award of a Bachelor's Degree in the field of study.

Level 8 (4th Year). A student shall be awarded Bachelor's degree with Honours / Research on successful completion of eight semesters (four academic years) with research in undergraduate programmes. Alternatively, a student who has earned 172 credits from the prescribed number of Discipline Core / Elective Courses, Languages, Open Electives, Ability Enhancement Courses, and Skill Enhancement Courses as mentioned in the framework for respective programmes shall be eligible for the award of a Bachelor's Degree with Honours in the field of study.

A student who exits with Certification, Diploma, Bachelor's Degree and Bachelor's Degree with Honours shall be eligible to re-enter the programme, at the entry level that immediately follows the exit level chosen previously, to complete the programme or to earn the next level of certification. There shall be no limit for the number of exit options or lateral entries to complete the programme. A student who completes the first two years of undergraduate programme, either in one stretch or by using exit and re-entry options shall be awarded with a diploma in the field of study. A student who completes the three years of undergraduate programme, either in one stretch or through multiple exits and re-entries shall be awarded with a Bachelor's degree in the field of study.

18. TYPES OF COURSES

On the basic units of education and/or training. Types of courses shall be as follows:

Core Course: Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

Elective Course: Generally, a course which the student can choose from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/course of study or which provides an extended scope or which enables an exposure of some other discipline/course/domain to nurture the candidate's proficiency or skill is called an Elective Course

Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/course of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/course of study).

Dissertation/Project:

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course independently with advisory support by a teacher/faculty member is called dissertation/project. It is considered a special course involving the application of knowledge in solving/analyzing/exploring a real-life situation /difficult problem for a bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/course to seek exposure of other fields is called a Generic Elective course.

Project Work/Dissertation/Internship/Entrepreneurship: Project work is considered a special course involving application of knowledge in solving/analyzing/exploring a real-life situation/difficulty/problem/data analysis, etc. Project work has the intention to provide research competencies at undergraduate level. It enables one to acquire special/advanced knowledge through supplement/support study to a project work. A student shall carry out project work on one's own with an advisory support from a faculty member to produce a dissertation/project report. Internship/Entrepreneurship shall be an integral part of the curriculum. A student may take up project work in the eighth semester to receive an honours

degree. A student willing to pursue master's programme may take up project work in the tenth semester of the Five-year Integrated Master's Degree Programme. A student may study additional DSEs in the eighth semester and may take up research project in the tenth semester and vice versa.

Ability Enhancement Courses: Ability Enhancement Compulsory Courses enable students to develop a deeper sense of commitment to oneself and to the society and nation largely. These courses will supplement in better understanding of how to integrate knowledge to application into a society. **Environmental Studies & Disaster Management and Indian Culture and Value Systems** shall be the two Ability Enhancement Compulsory Courses. Other courses shall be prescribed by the concerned faculty/SoS with approval of the BoS and Academic Council.

Skill Enhancement Courses/Vocational Courses: Skill Enhancement courses are to promote skills pertaining to a particular field of study. The purpose of these courses is to provide students life-skills in hands-on mode to increase their employability/self-employment. The objective is to integrate discipline related skills in a holistic manner with general education. These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.

Six (06) Skill Enhancement Courses are to be studied in the first six semesters, one per semester or as prescribed by the concerned faculty and approved by the BoS and Academic Council. The 04 courses are **English & Communication Skills, Entrepreneurship Development, Hindi and Design & Critical Thinking**. The other courses may include the following or as prescribed by the concerned faculty and approved by the BoS and Academic Council.

Sports, Cultural and Extension Activities/Activity Based Courses (non credit course): These courses help in character building, spiritual growth, physical growth, etc. They facilitate development of various domains of mind and personality such as intellectual, emotional, social, moral and aesthetic developments. Creativity, Enthusiasm, and Positive Thinking are some of the facets of personality development and the outcomes of these activities.

A student shall opt for two of the following activities offered in the University, in each of the first six semesters of the undergraduate programmes. Such course shall be non credit each for each of the activities and will be internally assessed.

Physical Education / Yoga/ Sports and Games

N.S.S. / N.C.C / Redcross

Involvement in campus publication or other publications

Publication of articles in newspapers, magazines

Community work such as promotion of values of National Integration, Environment, Human rights and duties, etc.

A Small project work concerning the achievements of India in different fields

Evolution of study groups/seminar circles on Indian thoughts and ideas

Activity exploring different aspects of Indian civilizations

Involvement in popularization programmes such as scientific temper

Innovative compositions and creations in dance/music/theatre and visual arts.

Any other activities such as Cultural Activities as prescribed by the University.

The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

19. COURSE STRUCTURE:

The four-year undergraduate programme shall comprise courses under the following courses/categories

- i. **Disciplinary (Core Courses) (32 credits)**
- ii. **Discipline Specific Major Courses (32^R/ 48^H)**
- iii. **Discipline Specific Minor Courses (24 credits)**
- iv. **Generic Elective in interdisciplinary Minor (16 credits)**
- v. **Skill Enhancement Courses/Vocational Courses (12 credits)**
- vi. **Ability Enhancement Courses (12 credits)**
- vii. **Field projects/internship/apprenticeship/community engagement and service/research project (28^H/ 44^R credits).**

* R – Research / H - Honors

Selection of Major / Minor / Generic Elective Courses

The student can choose his/her Major, Minor courses and the Generic Elective Courses, if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies.

Major and Minor courses shall belong to the same faculty (which will be called as the Main faculty), whereas Generic Elective courses can be chosen from any faculty. However, availability of courses in disciplinary and interdisciplinary courses or tracks shall be prescribed by the concerned BoS.

The student shall be given a single chance at level 7 (3rd Year) to interchange the major and minor courses. However, in such cases, it will be the students' responsibility to earn additional credits to fulfill the minimum requirement of credits prescribed for the major course.

Field Projects/internship/apprenticeship/community engagement and services, etc. shall preferably be related to major and/or minor courses.

Choice to Select the MOOC Courses:

The University / SoS shall allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognized by the central Government or the state government for credit transfer. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the University / SoS or in other SOS of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt for courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active- Learning for Young

Aspiring Minds) platform with the permission of the University / SoS. The University / SoS shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the University / SoS.

The students can also opt for a course under DSE of Major course from Massive Open Online Courses (MOOCs) available at SWAYAM platform.

The University / SoS will decide to allow the online courses of SWAYAM if:

The courses offered on SWAYAM would supplement the teaching-learning process in the institution. Every student opting for a course available on SWAYAM platform would be required

to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required. While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the University / SoS. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and facilitate/conduct the lab/practical sessions/examinations.

The requirement of project/dissertation, as notified by the respective University / SoS, needs to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/ Companies/Industries with the approval of University / SoS. Requirement of attendance will be as per University Ordinance governing the examinations. In general, attendance of at least seventy-five percent of theory lectures and practical's separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in the percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor/Dean faculty of SOS/ Constituent Unit.

		Skill Enhancem ent Course (SEC)	Ability Enhancem ent Course (AEC)	Discipline (Core Courses)	Main Faculty (as per prerequisite)		Generic Elective	Field projects/internship prenticeship/comm ty engagement at service (Inter/Intra Facul
					Discipline Specific (Course I / Track I)	Discipline Specific (Course II / Track II)	Course III	
Level	Seme ster	Vocational Course			Major	Minor	Minor	
Level 5	I	1 (2 Credits)	1 (2 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	Field project/interns apprenticeship 1 (3 Credits)
	II	1 (2 Credits)	1 (2 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	Field project/interns apprenticeship 1 (3 Credits)
	III	1 (2 Credits)	1 (2 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	Field project/interns apprenticeship 1 (3 Credits)
Level 6	IV	1 (2 Credits)	1 (2 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	Field project/interns apprenticeship 1 (3 Credits)
	V	1 (2 Credits)	1 (2 Credits)	-	2 (8 Credits)	1 (4 Credits)		Field project/interns apprenticeship 1 (4 Credits)
Level 7	VI	1 (2 Credits)	1 (2 Credits)	-	2 (8 Credits)	1 (4 Credits)		Field project/interns apprenticeship 1 (4 Credits)

Level 8	VII		3 (12 Credits)	-			Field project/interns Apprenticeship o Research Project 1 (8 Credits)
	VIII		1 (4 Credits)	4 (16 ^H Credits)			ResearchProject (16 ^R Credits)
Total	12	12	32	32^R / 48^H	24	16	28^H / 44^R

20. Examination & Evaluation:

The ESE for Major, Minor, Generic and DSE will be 3 hours while vocational (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration.

Academic Session	Semester	Exam	ESE conducted during
Autumn	I, III, V, VII	Main / ATKT	Nov - Dec
Spring	II, IV, VI, VIII	Main / ATKT	April - May

The question paper of the external examination should preferably contain long answer, short answer and objective type questions or as prescribed by the BOS with approval of Academic Council. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded AB Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any will be decided by the Faculty / School. In case of internal assessment, the University / SOS / Faculty shall distribute and design their assessment so that at least two tests are conducted in a semester.

Total marks obtained in ESE and continuous evaluation will be considered for awarding the grade in the course

The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	91-100
A+	9	Excellent	81-90
A	8	Very good	71-80
B+	7	Good	61-70
B	6	Above Average	51-60
C	5	Average	41-50
P	4	Pass	35-40
F	0	Fail	Below 35
AB	0	Absent	Absent

In case statutory bodies of the programme issue the guidelines regarding the minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded. Otherwise, the grades will be awarded as per above-mentioned table. If a student obtains F or AB grade in any course(s), he/she will be treated as having failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University / Faculty. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s). The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester. If a student passes in all the courses offered in any semester, then the student will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with **ATKT** (Allowed To Keep Term) in those courses in which he/she fails. If the student fails to pass all the courses in the next **ATKT** examination, the provisional promotion will be terminated, but he/she will be given second chance to pass the failed courses. Suppose the student does not successfully complete the concerned semester even after the aforesaid second chance. In that case, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semesters. Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course. On account of valid reasons, a student may withdraw from a semester. In such a case, that semester will be treated as zero semester. In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The University may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting the academic semester, the semester fee will not be charged again. The provision for review of answer book in semester system will be available as per the existing rules of the University. The theoretical and practical courses can be repeated whenever offered or conducted by the University/ Faculty but within the maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.

The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the table.

S.N	Course (Credit)	Course Type	Credits Allocated		Distribution of Theory Marks			Distribution of Practical Marks	
			Theory L+T	Practical P	Internals (Through CCE)	External (End Semester Exam)	Internal	External (End Semester Practical Exam)	
1	Core/Major/Minor/GE (4)	Type-1	4	0	40	60	0	0	
2	Core/Major/Minor/GE (4)	Type-2	3	1	40	60	20	30	
3	Core/Major/Minor/GE (4)	Type-3	2	2	20	30	20	30	
4	Core/Major/Minor/GE (4)	Type-4	0	4	-	-	40	60	
5	GE (4)	Type-1	4	0	40	60	0	0	
6	GE (4)	Type-2	3	1	40	60	20	30	
7	GE (4)	Type-3	2	2	20	30	20	30	
8	GE (4)	Type-4	0	4	-	-	40	60	
9	AECC (Foundation Course)/SEC (Vocational Courses) (2)	Type-1	2	0	40	60	0	0	
10	AECC (Foundation Course)/SEC (Vocational Courses) (2)	Type-2	1	1	20	30	20	30	
11	AECC (Foundation Course)/SEC (Vocational Courses) (2)	Type-3	0	2	-	-	40	60	

12	Field-Projects / Internship / Apprenticeship / Community engagement & service/Research Project (3)	NA	Field-Projects / Internship / Apprenticeship / Community engagement & service: 2 Credits (75 Marks) Evaluation of Report 1 Credit(25 Marks)
13	Field-Projects / Internship / Apprenticeship / Community engagement & service/Research Project (4)	NA	Field-Projects / Internship / Apprenticeship / Community engagement & service: 2 Credits (50 Marks) Evaluation of Report 2 Credit(50 Marks)
14	Minor Project (8)	NA	Evaluation of Project: 4 Credits (100 Marks)+ Pre submission viva-voce: 2 Credit(50 Marks)+ External viva-voce: 2 Credit(50 Marks)
15	Research Project / major project / Dissertation (16)	NA	Evaluation of Project: 8 Credits (200 Marks)+ Pre submission viva-voce: 4 Credit(100 Marks)+ External viva-voce: 4 Credit(100 Marks)

Evaluation and Certification of **MOOCs** and Vocational courses: The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of **MOOCs**, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

Calculation of SGPA /CGPA:

Semester Grade Point Average (SGPA) is a measure of performance of the student in a semester. It is the ratio of total credit points secured by a student in various courses registered in that semester and the total course credits taken during that semester. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses if any. The SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet. For example, if a student takes four courses (Theory/Practical) in a semester with credits C₁, C₂, C₃ and C₄ and the student's grade points in these courses are G₁, G₂, G₃ and G₄, respectively, and then students' SGPA is equal to:

$$SGPA = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4}{C_1 + C_2 + C_3 + C_4}$$

Calculation of SGPA

Course	Credits (C)	Grade	Grade Point (GP)	Credit Points (Cx GP)	SGPA (Total Credit Point/Total Credit)
Course 1	6	A	8	48	146/20 = 7.30
Course 2	6	C	5	30	
Course 3	4	B+	7	28	
Course 4	4	O	10	40	
TOTAL	20		-	146	

CGPA is a measure of the overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the credits of all courses in all the semesters completed. The CGPA is calculated with the SGPA of all the semesters to two decimal points and is indicated in final grade report card / final transcript showing the grades of all semesters and their courses. The CGPA shall reflect the failed Status in case of

F grade(s), till the course(s) is/are passed. When the course(s) is/are passed by obtaining a pass grade on subsequent examination(s) the CGPA shall only reflect the new grade and not the fail grades earned earlier. The CGPA is calculated as:

$$CGPA = \frac{C_1S_1 + C_2S_2 + C_3S_3 + C_4S_4 + \dots}{C_1 + C_2 + C_3 + C_4 + \dots}$$

where C1, C2, C3, C4.... is the total number of credits for semester I,II,III,IV.... and S1,S2, S3, S4....is the SGPA of semester I,II,III,IV.....

Calculation of CGPA:

Semester	Credits	SGPA	Credits x AGPA	CGPA
1	20	7.50	150.00	CGPA = Total (Credits x SGPA) / Total Credits CGPA = 1229.60 / 160 = 7.685 = 7.69 (rounded off to second decimal point)
2	20	7.58	151.60	
3	20	7.32	146.40	
4	20	8.34	166.80	
5	20	7.58	151.60	
6	20	7.32	146.40	
7	20	8.34	166.80	
8	20	7.50	150.00	
Total	160		1229.60	

On completing all requirements for the award of the undergraduate certificate/diploma/degree, the CGPA will be calculated, and this value will be indicated on the certificate/diploma/degree. The 3-years (6 semester) and 4-years (8 semester) undergraduate degrees should also indicate the Division obtained as per follows:

Division	Criterion
First Division with Distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above

First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

Equivalent Percentage = CGPA x 10

The percentage will be rounded off up to the second decimal point.

The student will be examined by the University as per the prevailing syllabus and scheme of examination.

The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum required credits for the certificate/diploma/degree.

A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.

Grade sheets will be developed as per Annexure S1 to S4.

Credit Transfer:

The credit transfer shall be implemented as per the policy of the University framed in accordance with the guidelines issued by the UGC from time to time. The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.

Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfill some eligibility criteria, drawing parity for a course, framed by the University in which the student seeks admission. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to State Govt. whose decision thereon shall be applicable. The guidelines, related to this programme, issued by the statutory bodies e.g., UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.

In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise, the state government's directions shall be applicable. If UGC notifies any change in future in its Regulations in this regard. In that case, the same will be incorporated in the existing Ordinance on the recommendation of Higher Education and approval by the Board of Management. Any subsequent amendment in 88A shall be suo-moto adopted.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20			146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20		-	138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

Eklavya University, Damoh

ORDINANCE No. 88 A

Ordinance for three/four Years Undergraduate degree (CBCS Semester Mode)

Implementation of New Education Policy 2020 in

**B.Com./ B.Com (Hons.) /B.B.A. / B.Sc./ B.Sc. (Hons.) / B.C.A. / BPA/ B. Music, B. Dance / BA
(Music/Dance/Theatre), / BFA / BA (Drawing/Painting/Sculpture) / B.A. / B.A.(Hons)/ BSW /
BA- B.Sc. Yogic Sc./B.P.E.S / B.Plan / B.Des / BJMC.**

(This ordinance is framed as per the "Guidelines for multiple entry and exit in Academic programs offered in Higher Education Institutions" issued by UGC, under NEP 2020)

88 A.1 Title of the Degree : B.Com., B.Com (Hons.) /B.B.A. / B.Sc./ B.Sc. (Hons.) / B.C.A. / BPA/ B. Music, B. Dance / BA (Music/Dance/Theatre), / BFA / BA (Drawing/Painting/Sculpture) / B.A. / B.A.(Hons)/ BSW / BA/ B.Sc. Yogic Sc./B.P.E.S / B.Plan / B.Des / BJMC.

88 A.2 Faculty Name : Faculty as stated in Ordinance 16, 16A, 18, 25, 25A, 27,34, 36, 38,40,42, 44,44A, 46, 48,57,69,71,78

88 A.3 Course Name : Bachelor Degree

Undergraduate (Honors/Research) will be offered in different specializations as covered in ordinance no. 16, 16A, 18, 25, 25A, 27, 34, 36, 38, 40, 42, 44, 44A, 46, 48, 57, 69, 71, 78 of Eklavya University,Damoh(M.P.)

1. The provisions of this Ordinance shall be applicable to pre published ordinance of Eklavya University from the academic session 2021-22 onwards.
2. The provisions of this Ordinance shall apply to the three-years/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/ Research) undergraduate programs such as tabled below and other similar Undergraduate programs notified by the University.

S.No.	Title of the Degree	Faculty Name	Course Name	Ordinance No.
1	B.Com	Bachelor of Commerce	3 year Degree program	16
2	B.Com (Hons.)	Bachelor of Commerce	4year Degree program	16A
3	B.B.A	Bachelor of Business Administration	3 year Degree program	18
4	B.Sc.	Bachelor of Science	3 year Degree program	25
5	B.Sc. (Hons.)	Bachelor of Science	4 year Degree program	25A
6	B.C.A.	Bachelor of Computer Application	3 year Degree program	27
7	BPA	Bachelor of Performing Arts	4 year Degree program	34
8	B. Music, B. Dance	Bachelor of Arts	3 year Degree program	36

9	BA(Music/Dance/Theatre)	Bachelor of Arts	4 year Degree program	38
10	BFA	Bachelor of Fine Arts	4 year Degree program	40
11	BA(Drawing/Painting/Sculpture)	Bachelor of Arts	3 year Degree program	42
12	B.A.	Bachelor of Arts	3 year Degree program	44
13	B.A. (Hons.)	Bachelor of Arts	4 year Degree program	44A
14	BSW	Bachelor of social work	3 year Degree program	46
15	BA/B.Sc. Yogic Sc. Yogic Science	Bachelor of Arts /Bachelor of Science	3 year Degree	48
16	B.P.E.S	Bachelor of Physical Education & Sports	3 year Degree program	57
17	B,Plan	Bachelor of Planning	4 year Degree program	69
18	B.Des.	Bachelor of Design	4 year Degree program	71
19	BJMC	Bachelor of Journalism & Mass Communication	3 year Degree program	78

- The Ordinance shall apply to all such programs being run by the University in its Teaching Departments (UTDs/SOS (School of Studies) and its constituent units for their regular as well non collegiate (private) students.
- Admission rules and guidelines for admission to these programs will be framed by the University for Admission in its UTDs/SOS.
- Students who have completed Grade 12 School Leaving Certificate from based Board of Secondary Education, Madhya Pradesh, Bhopal, or an equivalent examination from any other board recognized by the State Government/University will be eligible for admission to these undergraduate programs.
- The admission shall be made on merit calculated on the basis of criteria notified by the University/State Govt. keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the Government from time to time.
- Student enrolment in a program/course shall be restricts to the seats allotted by the University.
- The in-take capacity shall be determined in advance by the University following the guidelines/norms issued by the State Government/UGC, MPPURC Bhopal and other statutory bodies concerned. The same could be incorporated in the admission guidelines for the information of the concerned and uploaded on the institutional website or admission portal of the Department of Higher education.
- Depending upon the academic and physical facilities available, the university may mark seats a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the second year/third year/fourth year of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
- To enable multiple entry and exit points in the academic programs, qualifications such as certificates, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) qualification (Table 1). The four year undergraduate programme shall

comprise courses under the following subjects/categories.

- I. Disciplinary/interdisciplinary Major (core course – DSE) (64 credit).
- II. Disciplinary/interdisciplinary Minor (32 Credits)
- III. Generic Enhancement Courses (8 Credits)
- IV. Skill enhancement Courses/Vocational Courses (12 Credits)
- V. Ability Enhancement Courses (08 Credits)
- VI. Field projects/internship/apprenticeship/community engagement and service/research project (28 Credits)

N.B. for BBA/BCA/BHSc and like programs, a group/subject shall be chosen as Major/Minor/Generic Elective.

Qualification and Credit Requirements are given in Table 1. The entry and exit options for students, who enter the undergraduate programme, are as follows-

1st Year (First & Second Semester Level 5)

Entry 1 The entry requirement for first semester in Level 5 is successful completion of Class 2 from MP Board of Secondary Education, Bhopal, or an equivalent examination from any other board recognized by the State Government/University, A programme of study leading to entry into the first year of the Bachelor's Degree is open to those who have met the admission requirement.

Exit 1 If a student passes all the courses of Level 5 and earns the requisite number of credits, the student will become entitled to an Undergraduate certificate in the faculty of her/his Major Subject. If she/he wants to exit, can exit the programme with Undergraduate certificate in hand.

2nd Year (Third & Fourth Semester-Level 6)

Entry2, The entry requirement for fourth semester in Level 6 is the successful completion of Level 5. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2 If a student passes all the courses of Level 5 & 6 and earns the requisite number of credits, the student becomes entitled to an Undergraduate Diploma in the faculty of her/his Major subject. If she/he wants to exit, can exit the programme with Undergraduate Diploma in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year (Fifth & Sixth Semester-Level 7)

Entry 3 The entry requirement for semester six in Level 7 is successful completion of Level 5 & 6. A programme of study leading to the Bachelor's Degree is open to those who have met the admission requirements.

Exit 3 If the students passes all the courses of Level 5 to 7 i.e. first to six semesters and earns the requisite number of credits, the student becomes entitled to the Undergraduate Degree in the faculty of her/his Major subject. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year (Seventh & Eighth Semester-Level 8)

Entry 4 An individual seeking admission to a Bachelor's degree (Honours/Research) (Level 8) in a specified field of learning would have completed all requirements of the relevant three year bachelor degree (level 7). After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/Research) degree.

Exit 4 If the students passes all the courses of level 5 to 8 and earns the requisite credits, the student become entitled to an Undergraduate Degree (Honours/Research) in the faculty of her/his Major subject. A Bachelor's degree (Honourse/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table 1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate certificate in the faculty of the Major subject for those who exit after the first year (two semesters) of the undergraduate programme (Programme duration first year or two semester of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major subject for those who exit after two years (four semesters) of the undergraduate programme (programme duration First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor Degree in the faculty of the Major subject (Programme duration Three years or six semesters)	120
Level 8	Bachelor Degree in the faculty of Major subject (Honours/Research) (Programme duration Four years or eight semesters)	160

The credits will be awarded by the University. The credit can be calculated as follows-

- One hour of theory of one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of one credit.
- Credits for internship shall be one credit per week of training subject to a maximum of six credits in a semester.

11. The minimum duration of the undergraduate degree programme shall be of three academic years/six semesters, whereas that of undergraduate degree leading to Honours/Research shall be of four academic years/eight semesters.

- A student who leaves the course any time in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.

The Maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Research) programme for regular students shall be 6 and 8 years, respectively.

12. Types of Courses

Each of the subject/categories (i) to (v) as specified in clause 10 shall comprise of courses, courses are the basic units of education and/or training. Types of courses shall be as follows:

12.1 Core Course: Such courses which shall compulsory be studied by the student as a core requirement of the programme.

12.2 Elective Course:

Generally, a course which the student can choose from a pool of course, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called and Elective Course.

12.2.1 Discipline Specific Elective (DSE) Course:

Elective course offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related elective course of interdisciplinary nature (to be offered by main discipline/subject of study).

12.2.2 Dissertation/Project

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course independently with advisory support by a teacher/faculty member is called dissertation/project. It is consolidated a special course involving the application of knowledge in solving/analyzing/exploring a real-life situation/difficult problem for a bachelor degree with honours/research. A project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guideline of a faculty member.

12.2.3 Generic Elective (GE) Course

An elective course chosen generally from an unrelated discipline/subject to seek exposure of other fields is called a Generic Elective course.

12.3 Ability Enhancement Course (AEC):

The ability Enhancement Courses (AEC) are of two types

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses

"AECC" courses are the courses based upon the content that leads to Knowledge enhancement, Such as.

- Environmental Education
- English/Hindi Communication is mandatory for all disciplines

SEC courses are value-based/skill-based and may also be designed to enhance skills of the Major Subject. They are aimed to provide hands-on training competencies, skill etc.

12.4 The syllabus for a specific programme will be decided by the concerned Board of studies of the University based on the curriculum issued by the UGC under LOCF with maximum deviation of 20%.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM**13.1 First Semester:**

A student shall be declared to have successfully completed the first semester if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Course (AEC)

13.2 Second Semester (Level 5):

A Student shall be declared to have successfully completed the second semester if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Course (AEC)

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfills the pre-requisites prescribed by the concerned Board of studies A student passing Grade 12 with science can take admission in Level 5 with major and minor subject from science/arts/commerce faculty whereas a student passing Grade 12 with arts faculty can choose major and minor subjects from arts faculty only Major and Minor subjects shall belong to the same faculty (when will be called as However, allotment for choice will be subject to the provisions of admission guidelines.

13.3 Third Semester:

A student shall be declared to have successfully completed the third semester. If he/she acquires 6 credits in core courses of the major subject. 6 credits in core course of the minor subject, 4 credits in Generic Elective and 4 credits in skill Enhancement course (SEC)/Vocational Course.

13.4 Fourth Semester (Level 6):

A student shall be declared to have successfully completed the fourth semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Courses of the minor subject, 4 credits in Generic Elective and 4 credits in skill Enhancement Course (SEC)/Vocational Course.

The students shall be given a single chance at the entry of level 6 to interchange the major and minor subjects. However, in such cases, it will be the student's responsibility to earn additional credits to fulfill the minimum requirement of such credits prescribed for the major course only after fulfillment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

13.5 Fifth Semester:

A student shall be declared to have successfully completed the fifth semester, if he/she acquires 6 credits in Core Course of the major subject, 4 credits in skill Enhancement Course (SEC)/Vocational Course, 4 credits in discipline specific elective (DSE) of the major and 6 credits in field projects/internship/apprenticeship/community engagement and service, preferably related to major and/or minor subjects.

13.6 Sixth Semester (Level 7):

A student shall be declared to have successfully completed the sixth semester, if he/she acquires 6 credits in Core Course of the major subject, 8 credits in discipline specific elective (DSE) of the major subject and 6 credits in field projects/internship/apprenticeship/community engagement and services, preferably related to major and/or minor subjects.

13.7 Seventh Semester:**Bachelor with Honours/Research**

A Student shall be declared to have successfully completed the seventh semester with honours, if he/she acquires 6 credits in core courses of the major subject, 4 credits in Research methodology, 4 credits in discipline specific elective (DSE) of the major subject, and 6 credits in field project/internship/apprenticeship related to the major subject.

A student shall be declared to have successfully completed the seventh semester with research, if he/she acquires 6 credits in core courses of the Major subject, 4 credits in research methodology, 4 credits in discipline specific elective (DSE) of the major subject, and 6 credits in research project.

13.8 Eighth Semester (Level 8):**Bachelor with Honours/Research**

A student shall be declared to have successfully completed the eighth semester with honours, if he/she acquires if he/she acquires 6 credits in core courses of the Major subject, 4 credits in dissertation, and 10 credits in field project/internship/apprenticeship related to the major subject.

A student shall be declared to have successfully completed the eighth semester with research, if he/she acquires if he/she acquires 6 credits in core courses of the Major subject, 4 credits in minor and 10 credits in research project.

The nomenclature of degree shall strictly confirm to the relevant provision of the act/regulation/guidelines of the UGC.

13.9 Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to 6 credits per year in the entire tenure of the 3-year undergraduate degree programme after paying due fee for registration and examination.

13.10 A student may change the generic elective subject in each year of the 3-year undergraduate degree programme.

13.11 Table-2 Proposal Structure for Undergraduate Programme: UGC CBCS for Eklavya University

Level	Semester	Main Faculty (As per prerequisite)			Any faculty	Skill enhanceme nt Course (SEC)	Ability Enhanceme nt Course (AEC)	Field Project internship/ Apprenticeship/ Community engagement and service	Credits	Qualification title (Credits requirement)		
		Subject I	Subject II	Subject III								
											Major	
											Core	DSE
Level 5	1	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)		1 (4 Credits)		6+6+4+4=20	(40) Undergraduate Certificate in Main Faculty		
	2	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)		1 (4 Credits)		6+6+4+4=20			
Level 6	3	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4=20	(80) Undergraduate Diploma in Main Faculty		
	4	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4=20			
Level 7	5	1 (6 Credits)	1 (4 Credits)			1 (4 Credits)		1Field project/internship/appr enticeship (6 Credits)	6+6+4+4=20	Bachelor Degree in Main Faculty (120)		
	6	1 (6 Credits)	1 (4 Credits) +					1Field project/internship/appr enticeship (6 Credits)	6+6+4+4=20			
Level 8	7	1 (6 Credits)	1 (4 Credits)	1 Research Methodology (4 Credits)				1Field project/internship/appr enticeship 1Field project/ internship/apprentices hip (6 Credits)	6+6+4+4=20	(160) Bachelor Degree in Main Faculty Bachelor Degree (Research) in Main faculty		
	8	1 (6 Credits)		1 (4 Credits)				1Fieldproject/internshi p/apprenticeship (6 Credits)	6+4+10=20			
Total		48 Credits	16 Credits	32 Credits	16 Credits	12 Credits	08 Credits	28 Credits	160 Credits			

14. Choice to select the MOOC Course:

- a. The UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognized by the central Government or the state government for credit transfer.
- b. The student will have the choice to opt elective-generic/skill Enhancement/Ability Enhancement courses from the courses available within the UTD in other UTDs of the same universities but from same level of the programs. An alternate choice will also be available to the students to opt for courses from Massive learning for Young Aspiring Minds) platform with the permission of the UTD.
- c. The UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in course will depend on available facilities in the UTD.
- d. The students can also opt for a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The University will decide to allow the online course of SWAYAM
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every Student opting for a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available adequate measure by the UTD. The patent institution must designate a course coordinator/facilitator to guide the student throughout the course and facilitate/conduct the lab/practical sessions/examinations
- f. The requirement of project/dissertation, as notified by the respective UTD/Autonomous College/needs to be undertaken by the candidate for the specifice credits. The project may be undertaken in any of the National and state Laboratories/Institutes/Companies/Industries with the approval of UTD.

15. Requirement of attendance will be as per University Ordinance governing the examinations In general; attendance of at least seventy-five percent of theory lectures and practical separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in the percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor.

16. Examination & Evaluation:

- 16.1 Generally, each course will correspond to an examination paper comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE will be 3 hours while vocational (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.15.
- 16.2 The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination, failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any will be decided by the UTD/University shall distributed and designed their assessment so that at least two tests are conducted in a semester.
- 16.3 UTD/University may design their mode of internal assessment with due approval from the respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions. 2019" published by the UGC.
- 16.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.5.
- 16.5 The grading will be made on 10-point scale as described below

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

- 16.6 In case statutory bodies of the programme issue the guidelines regarding the minimum passing percentage of marks, then grading will be done in the following manner

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded otherwise, the grades will be awarded as per above-mentioned table

- 16.7 If a student obtains F or Ab grade in any course(S), he/she will be treated as having failed in the course(s) She/he has to reappear in the examinations of that course(s) as and when conducted by the University/UTD. Marks obtained in repeat semester-end examination to decide the grade in the repeat course(s)
- 16.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.
- If a student passes in all the courses offered in any semester, then the student will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.
- If the student fails to pass all the courses in the next ATKT examination the provisional promotion will be terminated but he/she will be given second chance to pass the failed courses. Suppose the student does not successfully complete the concerned semester even after the aforesaid second chance. In that case, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.
- 16.9 Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- 16.10 On account of valid reasons, a student may withdraw from a semester. In such a case, that semester will be treated as zero semester.
- 16.11 In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The University may allow such a student to re-register in that semester in the coming semester. The student has to pay semester fee again. In such a case any student may not be eligible for scholarships. If the student withdraws within one month from starting the academic semester, fee will not be charged again.
- 16.12 The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 16.13 The theoretical and practical course can be repeated whenever offered or conducted by the University but within the maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- 16.14 Applicable to UTDs in the same universities. The UTD, where student from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

16.15. Table 3: Structure of Credit Course (Semester System)

	Course (credit)	Course Type	Credits Allocated			Distribution of Theory Marks		Distribution of Practical Marks		Tutorial Marks
			Theory	Practical	Tutorial	Internal (Through CCE)	External (End Semester Exam)	Internal	External	
1	Core(6)	Type-1	6	NA	NA	40	60	NA	NA	NA
2	Core(6)	Type-2	4	2	NA	60	60	40	60	NA
3	Core(6)	Type-3	2	4	NA	40	60	50 (Through CCE)	50	NA
4	Core(6)	Type-4	5	NA	1	40	60	NA	NA	100
5	GE/DSE/SEC(4)	Type-1	4	0	NA	40	60	NA	NA	NA
6	GE/DSE/SEC(4)	Type-2	3	1(P,T,W,etc)	NA	40	60	NA	100	NA
7	DSE/SEC(4)	Type-3	1	3(P,T,W,etc)	NA	40	60	50(Through CCE)	50	NA
8	DSE/SEC(4)	Type-4	3	NA	1	40	60	NA	NA	100
9	AECC(4)	Type-1	4	NA	NA	40	60	NA	NA	NA
10	Field-Projects/Internship/Apprenticeship/Community engagement & service(6/10)	NA	(i) Field-Projects/Internship/Apprenticeship/Community engagement & service 4/6 Credits (75Marks)			(ii) Evaluation of Report 2/4 Credit (25Marks)				
11	Research Methodology(4)	Type-4	3	NA	1	40	60	NA	NA	100
12	Dissertation/Research Project(4/6/10)	NA	Evaluation of Thesis 2/4/6/Credits (50Marks)+Pre Submission viva-voce 1/1/2 Credit 05Marks+External viva-voce 1/1/2(Credit25Marks)							

P=Practical, T= Training, W= workshop

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project

18. Calculation of SGPA/CGPA:

- 18.1 Semester Grade Point Average (SGPA) is a measure of performance of the student in a semester. It is the ratio of total credit points secured by a student in various courses registered in that semester and the total course credits taken during that semester, i.e.

$$SGPA(S_1) = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

Where S_1 is the 1st Year, C_i is the number of credits of the 1st course in the semester (S_1) and G_i is the grade point scored by the student in the 1st course

- 18.2 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit point secured by the student, except the credits of additional courses if any. The SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet-

Calculation of SGPA

Course	Credits(C)	Grade	Grade Point(GP)	Credit Points(CxGP)	SGPA(Total Credit Point/Total Credit)
Course1	6	A	8	48	146/20=7.30
Course2	6	C	5	30	
Course3	4	B-	7	28	
Course4	4	O'	10	40	
TOTAL	20		-	146	

- 18.3 CGPA is a measure of the overall cumulative performance of a student over all the semester completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the credits of all courses in all the semesters completed. The CGPA will be calculated as per follows

$$CGPA = \frac{\sum [C_i \times SGPA(S_1)]}{\sum C_i}$$

Where $SGPA(S_1)$ is the SGPA of the 1st year and C_i is the total number of credits in the 1st

Calculation of CGPA:

Semester	Credits	SGPA	Credits x AGPA	CGPA
1	20	7.50	150.00	CGPA=Total(Credits x SGPA) / Total Credits CGPA=1229.60/160 =7.685 =7.69(rounded off to second decimal point)
2	20	7.58	151.60	
3	20	7.32	146.40	
4	20	8.34	166.80	
5	20	7.58	151.60	
6	20	7.32	146.40	
7	20	8.34	166.80	
8	20	7.50	150.00	
Total	160		1229.60	

19. On completing all requirements for the award of the undergraduate certificate/diploma/degree, the CGPA will be calculated, and this value will be indicated on the certificate/diploma/degree. The 3-years (6 semester) and 4-year (8 semester) undergraduate degrees should also indicate the Division obtained as per follows

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off to the second decimal point

20. The student will be examined by the University as per the prevailing syllabus and scheme of examination
21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum required credits for the certificate/diploma/degree
22. A Grade Card shall be issued to all the student after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
23. Grade sheets will be developed by the University/autonomous college on model Annexures S1 to S4
24. **Credit Transfer:**
- 24.1 The credit transfer shall be implemented as per the policy of the University framed in accordance with the guidelines issued by the UGC from time to time
- 24.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits as per the provisions of this regulation as amended from time to time
- 24.3 Except for the cases of provisional promotions, the universities established by M P University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfill some eligibility criteria, drawing parity for a course, framed by the University in which the student seeks admission
25. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to State Govt whose decision thereon shall be applicable
26. The guidelines, related to this programme, issued by the statutory bodies e.g., UGC/AICTE/NCTE/PCI/RCI issued from time to time will be adopted for implementation
27. In matters not covered under this Ordinance, general rules of the University shall be applicable, otherwise, the state government's directions shall be applicable
28. If UGC notifies any change in future in its Regulations in this regard, the same will be incorporated in the existing Ordinance with the approval by the Kuladhipati on the recommendation of the Higher Education Department.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20	-		138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

SRI AUROBINDO UNIVERSITY, INDORE**Ordinance 66 A*****Ordinance for three/four years Undergraduate Degree (CBCS Semester Mode)***

The Provisions of this ordinance are similar to the provisions pertaining to regular students and UTDs/ SoS in the ordinance 14 A, promulgated for the universities covered under M.P. University Act, 1973.

This ordinance shall be applicable to the concerned programs from the academic session 2022-23.

Any subsequent amendment in 14 A shall be suo-moto adopted.

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of this Ordinance shall be applicable on republished Ordinance no. 59, Ordinance no. 60 & Ordinance no. 61 from academic session 2022-23.
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Journalism & Mass Communication, B.Sc. Multimedia and Animation & B.A. Multimedia and Mass Communication and others similar Undergraduate programmes notified by the University.
3. The Ordinance shall apply to all such programmes being run by the University in its Teaching Departments (UTDs)/SOS (School of Studies) and its Constitutional units for their regular as well as non-collegiate (private) students.
4. Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its UTDs/SOS and by the State Government for admission in colleges. Admission to the 4th year (Level 8) shall be available only in the institutions offering a 4-year Undergraduate Programme. Autonomous colleges with NAAC grade "A" or above can frame their admission guideline completely based on merit subject to the Government's reservation policy.
5. Students who have completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal, or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.
6. The admission shall be made on merit calculated on the basis of criteria notified by the University/ State Govt., keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the Government from time to time.
7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University.
8. The in-take capacity shall be determined in advance by the University/autonomous

- college following the guidelines/norms issued by the State Government/UGC and MPPURC. The same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website or admission portal of Department of Higher Education.
9. Depending upon the academic and physical facilities available, the university/college may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the **second year/third year/fourth year** of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
 10. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) qualification (Table 1). The four-year undergraduate programmes shall comprise courses under the following subjects/categories:
 - i) Disciplinary/interdisciplinary Major (Core Course) (48 credits)
 - ii) Disciplinary/interdisciplinary Minor (32 credits)
 - iii) Generic Elective (16 credits)
 - iv) Discipline Specific Elective of Major Subjects (16 credits)
 - v) Skill Enhancement Courses/Vocational Courses (12 credits)
 - vi) Ability Enhancement Courses (08 credits)
 - vii) Field projects/internship/apprenticeship/community engagement and service/research project (28 credits).

N.B.: For B.B.A./B.C.A./B.H.Sc. and like programmes, a group/subject shall be chosen as Major/Minor/Generic Elective.

Qualification and Credit Requirements are given in Table 1. The **entry and exit** options for students, who enter the undergraduate programme, are as follows:

1st Year (First & Second Semester - Level 5)

Entry 1: The entry requirement for first semester in Level 5 is successful completion of Class 12 from M.P. Board of Secondary Education, Bhopal, or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student passes all the courses of Level 5 and earns the requisite number of credits, the student will become entitled to an *Undergraduate certificate in the faculty of*

her/his Major Subject. If she/he wants to exit, can exit the programme with Undergraduate certificate in hand.

2nd Year (Third & Fourth Semesters - Level 6)

Entry 2. The entry requirement for fourth semester in **Level 6 is the successful completion of Level 5.** A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5 & 6 and earns the requisite number of credits, the student becomes entitled to an **Undergraduate Diploma in the faculty of her/his Major Subject.** If she/he wants to exit, can exit the programme with **Undergraduate Diploma** in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year (Fifth & Sixth Semester - Level 7)

Entry 3. The entry requirement for semester six in **Level 7 is successful completion of Level 5 & 6.** A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e., first to six semesters and earns the requisite number of credits, the student becomes entitled to the **Undergraduate Degree in the faculty of her/his Major Subject.** A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year (Seventh & Eighth Semester - Level 8)

Entry 4. An individual seeking admission to a **Bachelor's degree (Honours/Research) (Level 8)** in a specified field of learning would have completed all requirements of the relevant **three-year bachelor degree (Level 7).** After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled to an **Undergraduate Degree (Honours/Research) in the faculty of her/his Major Subject.** A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1:QualificationTypeandCreditRequirements

Levels	Qualificationtitle	Credit requirements
Level5	Undergraduate Certificate in the faculty of the Major Subjectfor those who exit after the first year (two semesters) of theundergraduateprogramme.(Programmeduration:firstyearor twosemestersoftheundergraduateprogramme)	40
Level6	Undergraduate Diploma in the faculty of the Major Subject forthosewhoexitaftertwoyears(foursemesters)oftheundergraduateprogramme(Programmeduration:Firsttwo yearsorfoursemestersoftheundergraduateprogramme)	80
Level7	BachelorDegree in the faculty of the Major Subject (Programmeduration:Threeyearsorsix semesters)	120
Level8	Bachelor Degree in the faculty of Major Subject (Honours/Research)(Programmeduration:Fouryearsoreightsemesters).	160

Thecredits will beawarded bytheUniversity.Thecredit canbecalculated as follows:

- Onehouroftheoryoronehourofutorialortwohoursoflaboratorywork,perweekfor15 weeks resultingin theaward of **onecredit**;
- Creditsforinternshipshallbe**onecreditperweek**oftraining,subjecttoa **maximumof sixcredits ina semester**.

11. Themimumdurationoftheundergraduatedegreeprogrammeshallbeofthreeacademicyears/six semesters,whereasthatofundergraduatedegreeleadingtoHonours/Researchshallbeoffouracademicyears/eight semesters.

- A student who leaves the course anytime in the middle of the programme willretain the credits earned so far, which will be restored/transferred when she/heentersthe programmeagain.

Themaximumduration

forcompleting

theUndergraduateDegreeandUndergraduateDegree(Honours/Research)programmeforregul arstudentsshallbe6and8years,respectively;thereshallbenosuch barfornon-collegiate(private)students.

12. TYPES OF COURSES

Each of the subject/categories (i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

12.1. Core Course: Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

12.2. Elective Course:

Generally, a course which the student can choose from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

12.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

12.2.2 Dissertation/Project:

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course independently with advisory support by a teacher/faculty member is called dissertation/project.

It is considered as a special course involving the application of knowledge in solving/analysing/exploring a real-life situation /difficult problem for a bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

12.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject to seek exposure of other fields is called a Generic Elective course.

12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)

- Skill Enhancement Courses (SEC) or Vocational Courses.

"AECC" courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication is mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to enhance skills of the Major Subject. They are aimed to provide hands-on training, competencies, skills, etc.

12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University/Autonomous college based on the curriculum issued by the UGC under LOCF with maximum deviation of 20%.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM**13.1. First Semester:**

A student shall be declared to have successfully completed the first semester, if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Course (AEC).

13.2. Second Semester (Level 5):

A student shall be declared to have successfully completed the second semester, if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Course (AEC).

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing Grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing Grade 12 with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subjects can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

13.3. Third Semester:

A student shall be declared to have successfully completed the third semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Skill Enhancement Course (SEC)/Vocational Course.

13.4. Fourth Semester (Level 6):

A student shall be declared to have successfully completed the fourth semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Skill Enhancement Course (SEC)/Vocational Course.

The student shall be given a single chance at the entry of level 6 to interchange the major and minor subjects. However, in such cases, it will be the students' responsibility to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course. Only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

13.5. Fifth Semester:

A student shall be declared to have successfully completed the fifth semester, if he/she acquires 6 credits in Core Courses of the major subject, 4 credits in Skill Enhancement Course (SEC)/Vocational Course, 4 credits in discipline specific elective (DSE) of the major subject and 6 credits in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and/or minor subjects.

13.6. Sixth Semester (Level 7):

A student shall be declared to have successfully completed the sixth semester, if he/she acquires 6 credits in Core Courses of the major subject, 8 credits in discipline specific elective (DSE) of the major subject and 6 credits in Field Projects/internship/apprenticeship/ community engagement and services, preferably related to major and/or minor subjects.

13.7. Seventh Semester:Bachelor with Honours/Research:

A student shall be declared to have successfully completed the seventh semester with honours, if he/she acquires 6 credits in core courses of the Major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subject, and 6 credits in field project/internship/apprenticeship related to the major subject.

A student shall be declared to have successfully completed the seventh semester with research, if he/she acquires 6 credits in core courses of the Major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subject, and 6 credits in research project.

13.8. Eighth Semester (Level 8):Bachelor with Honours/Research:

A student shall be declared to have successfully completed the eighth semester with honours, if he/she acquires 6 credits in core courses of the Major subject, 4 credits in

dissertation, and 10 credits in field project/ internship/ apprenticeship related to the major subject.

A student shall be declared to have successfully completed the eighth semester with research, if he/she acquires 6 credits in core courses of the Major subject, 4 credits in Minor, and 10 credits in research project.

The nomenclature of degree shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

13.9 Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to 6 credits per year in the entire tenure of the 3-year undergraduate degree programme after paying due fees for registration and examination.

13.10 A student may change the generic elective subject in each year of the 3-year undergraduate degree programme.

13.11 Table-2: Proposed Structure for Undergraduate Programme: UGCCBCS System for Universities/Autonomous Colleges

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	Discipline Specific Elective (DSE) of the Major subject	Field project/Internship/ apprenticeship/ community engagement and service	Credits	Qualification title (Credit requirement)
		Subject I	Subject II	Subject III						
Level 5	1	Major	Minor	Generic Elective Course	Vocational Course			# Inter/Intra Faculty		
	2	1 (6Credits)	1 (6Credits)	1 (4Credits)		1 (4Credits)			6+6+4+4=20	(40) Undergraduate Certificate in Main Faculty
Level 6	3	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)				6+6+4+4=20	(80) Undergraduate Diploma in Main Faculty
	4	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)				6+6+4+4=20	
Level 7	5	1 (6Credits)			1 (4Credits)		DSE-1 (4Credits)	Field project/Internship/ apprenticeship 1 (6Credits)	6+4+4+6=20	(120) Bachelor Degree in Main Faculty
	6	1 (6Credits)					DSE-2 (4Credits) DSE-3 (4Credits)	Field project/Internship/ apprenticeship 1 (6Credits)	6+4+4+6=20	
Level 8	7	1 (6Credits)	1 Research Methodology (4Credits)				DSE-4 (4Credits)	Field project/Internship/ Apprenticeship or Research Project 1 (6Credits)	6+4+4+6=20	(160) Bachelor Degree (Honours) in Main faculty Bachelor Degree (Research) in Main faculty
	8	1 (6Credits)	1 (4Credits)					Field project/Internship/ Apprenticeship or Research Project 1 (10Credits)	6+4+10=20	
Total		48Credits	32Credits	16Credits	12Credits	08Credits	16Credits	28Credits	160Credits	

14. Choice to Select the MOOC Courses:

- a. The UTD/SOS/ Autonomous College can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central Government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the UTD/Autonomous College or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt for _____ courses _____ from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Web of Active-Learning for Young Aspiring Minds) platform with the permission of the UTD/autonomous college.
- c. The UTDs/Autonomous Colleges shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the UTD/ Autonomous College.
- d. The students can also opt for a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The University/Autonomous College will decide to allow the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting for a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the UTD/ Autonomous College. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and facilitate/conduct the lab/practical sessions/examinations.
- f. The requirement of project/dissertation, as notified by the respective UTD/Autonomous College, needs to be undertaken by the candidate for the specified credits. _____ The project may be undertaken in any of the National and State Laboratories/Institutes/Companies/Industries with the approval of UTD/Autonomous College.

15. Requirement of attendance will be as per University Ordinance governing the examinations. In general, attendance of at least seventy-five percent of theory lectures and practicals separately will be required in each course to sit in the semester end examination. For special reasons such as prolonged illness, deficiency in the percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/session held in each course may be condoned by the Vice Chancellor/Principal of autonomous colleges.
- 16. Examination & Evaluation:**
- 16.1** Generally, each course will correspond to an examination paper comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE will be 3 hours while vocational (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.15.
- 16.2** The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any will be decided by the UTD/Autonomous College. In case of internal assessment, the college/UTD/University shall distribute and design their assessments so that at least two tests are conducted in a semester.
- 16.3** UTD/Autonomous colleges may design their mode of internal assessment with due approval from the respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
- 16.4** Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.5.

16.5 The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks(%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

16.6 In case statutory bodies of the programme issue the guidelines regarding the minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded. Otherwise, the grades will be awarded as per above-mentioned table.

16.7 If a student obtains F or Ab grade in any course(s), he/she will be treated as having failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University/UTD/Autonomous college. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

16.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester, then the student will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATK (Allowed To Keep Term) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATK examination, the provisional promotion will be terminated, but he/she will be given second chance to pass the failed courses. Suppose the student does not successfully complete the concerned

semester even after the aforesaid second chance. In that case, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

If the 4th year of undergraduate programme is not offered in the present autonomous college, admissions in another autonomous college/UTD within the same University shall be allowed in cases of provisional promotion to the 4th year of the undergraduate programme.

- 16.9** Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- 16.10** On account of valid reasons, a student may withdraw from a semester. In such a case, that semester will be treated as zero semester.
- 16.11** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The University may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting the academic semester, the semester fee will not be charged again.
- 16.12** The provision for review of answer book in semester system will be available as per the existing rules of the University/Autonomous college.
- 16.13** The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD/Autonomous college but within the maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- 16.14** Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

16.15. Table 3: Structure of Credit Course (Semester System)

Course (Credit)	Course Type	Credits Allocated			Distribution of Theory Marks			Distribution of Practical Marks			Tutorial Marks
		Theory	Practical	Tutorial	Internal (Through CCE)	External (End Semester Exam)	Internal	External (End Semester Practical Exam)	Internal	External (End Semester Practical Exam)	
1	Core (6)	6	NA	NA	40	60	NA	NA	NA	NA	NA
2	Core (6)	4	2	NA	40	60	40	60	40	60	NA
3	Core (6)	2	4	NA	40	60	40	60	50 (Through CCE)	50	NA
4	Core (6)	5	NA	1	40	60	40	60	NA	NA	100
5	GE/DSE/SEC (4)	4	0	NA	40	60	40	60	NA	NA	NA
6	GE/DSE/SEC (4)	3	1 (P, T, W, etc)	NA	40	60	40	60	NA	100	NA
7	DSE/SEC (4)	1	3 (P, T, W, etc)	NA	40	60	40	60	50 (Through CCE)	50	NA
8	DSE/SEC (4)	3	NA	1	40	60	40	60	NA	NA	100
9	AECC (4)	4	NA	NA	40	60	40	60	NA	NA	NA
10	Field-Projects / Internship / Apprenticeship / Community engagement & service (6/10)	(i) Field-Projects/Internship / Apprenticeship / Community engagement & service: 4/6 Credits (75 Marks) (ii) Evaluation of Report: 2/4 Credit (25 Marks)									
11	Research Methodology (4)	3	NA	1	40	60	40	60	NA	NA	100
12	Dissertation/Research Project (4/6/10)	Evaluation of Thesis: 2/4/6 Credits (30 Marks) + Presubmission viva-voce: 1/1/2 Credit (25 Marks) + External viva-voce: 1/1/2 Credit (25 Marks)									

P-Practical, T-Training, W-Workshop

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

18. Calculation of SGPA/CGPA:

- 18.1** Semester Grade Point Average (SGPA) is a measure of performance of the student in a semester. It is the ratio of total credit points secured by a student in various courses registered in that semester and the total course credits taken during that semester, i.e.

$$SGPA(S_i) = \frac{\sum C_i \times G_i}{\sum C_i}$$

where S_i is the i^{th} year, C_i is the number of credits of the i^{th} course in the semester (S_i) and G_i is the grade point scored by the student in the i^{th} course.

- 18.2** The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses if any. The SGPA and CGPA shall be rounded off to 2 decimal places and reported in the grade sheet.

Calculation of SGPA

Course	Credits (C)	Grade	Grade Point (GP)	Credit Points (C x GP)	SGPA (Total Credit Point / Total Credit)
Course 1	6	A	8	48	146/20 = 7.30
Course 2	6	C	5	30	
Course 3	4	B+	7	28	
Course 4	4	O	10	40	
TOTAL	20		-	146	

- 18.3** CGPA is a measure of the overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the credits of all courses in all the semesters completed. The CGPA will be calculated as per follows:

$$CGPA = \frac{\sum [C_i \times SGPA(S_i)]}{\sum C_i}$$

where $SGPA(S_i)$ is the SGPA of the i^{th} year and C_i is the total number of credits in the i^{th} semester.

Calculation of CGPA:

Semester	Credits	SGPA	CreditsxAGPA	CGPA
1	20	7.50	150.00	CGPA = Total (CreditsxSGPA) / Total Credits CGPA = 1229.60 / 160 = 7.685 = 7.69 (rounded off to second decimal point)
2	20	7.58	151.60	
3	20	7.32	146.40	
4	20	8.34	166.80	
5	20	7.58	151.60	
6	20	7.32	146.40	
7	20	8.34	166.80	
8	20	7.50	150.00	
Total	160		1229.60	

19. On completing all requirements for the award of the undergraduate certificate/diploma/degree, the CGPA will be calculated, and this value will be indicated on the certificate/diploma/degree. The 3-years (6 semester) and 4-years (8 semester) undergraduatedegrees should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 or above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follows to facilitate its application in other academic matters:

Equivalent Percentage = $CGPA \times 10$

The percentage will be rounded off up to the second decimal point.

20. The student will be examined by the University as per the prevailing syllabus and scheme of examination.
21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum required credits for the certificate/diploma/degree.
22. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
23. Grade sheets will be developed by the University/autonomous college based on model Annexures S1 to S4.
24. **Credit Transfer:**
 - 24.1 The credit transfer shall be implemented as per the policy of the University framed in accordance with the guidelines issued by the UGC from time to time.
 - 24.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
 - 24.3 Except for the cases of provisional promotions, the universities established by M. P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the University in which the student seeks admission.
25. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to State Govt. whose decision thereon shall be applicable.
26. The guidelines, related to this programme, issued by the statutory bodies e.g., UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.
27. In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise, the state government's directions shall be applicable.
28. If UGC notifies any change in future in its Regulations in this regard, the same will be incorporated in the existing Ordinance with the approval by the Kuladhipati on the recommendation of the Higher Education Department.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20		-	138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

Mahakaushal University, Jabalpur (M.P.)
Ordinance 94 A

Ordinance for three/four years Undergraduate Degree (CBCS Semester Mode)

(As per the “Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions” issued by UGC, New Delhi under National Education Policy 2020)

- 94A.1** The provisions of this Ordinance shall be applicable on pre established UG (Sem), for Applicable Ordinances No: 13,18,19,20,21,73, from the academic session 2022-23.
- 94A.2** The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Computer Application (B.C.A.), Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com.), Bachelor of Computer Application (B.C.A.), Bachelor of Business Administration (B.B.A.), Bachelor of Design (B.Des.) Bachelor of Home Science (B.H.Sc.) and other similar Undergraduate programmes notified by the University.
- 94A.3** The Ordinance shall be applicable to all such programmes being run by the Mahakaushal University in its Teaching Departments (UTDs)/SOS (School of Studies) and its constituent Units for their regular as well as non-collegiate (private) students.
- 94A.4** Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its UTDs/SOS. Admission to the 4-th year (Level 8) shall be available only in the institutions which are offering 4-year Undergraduate Programme.
- 94A.5** Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.
- 94A.6** The admission shall be made on merit calculated on the basis of criteria notified by the university ordinance 2&3, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.
- 94A.7.** Student enrollment in a programme/course shall be restricted to the seats allotted by the University. The in-take capacity shall be determined in advance by the Mahakaushal university in accordance with the guidelines/norms in this regard issued by the State Government/UGC, MPPURC and other statutory bodies concerned so that the same could be suitably incorporated

in the admission guidelines for the information of all concerned and uploaded on the institutional website.

94A.8 Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.

94A.9 To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:

- i) Disciplinary/interdisciplinary/Major (48 credits)
- ii) Disciplinary/interdisciplinary/Minor (32 credits)
- iii) Generic Elective (16 credits)
- iv) Discipline Specific Elective (16 credits)
- v) Skill Enhancement Courses/Vocational Courses (12 credits)
- vi) Ability Enhancement Courses (08 credits)
- vii) Field projects/internship/apprenticeship/community engagement and service/research project (28 credits).

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

2nd Year

Entry 2. The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2: If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diplomain the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diplomain hand*. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year

Entry 3. The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year

Entry 4. An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
- Credits' for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.

94A.10 The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

94A.11 TYPES OF COURSES

Each of the subject/categories(i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows:

94A.11.1. CoreCourse: Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

94A.11.2. Elective Course:

Generally a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.

94A.11.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

94A.11.2.2 Dissertation/Project:

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

94A.11.2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

94A.11.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

94A.11.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

94A.12. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

94A.12.1. First Year (Level 5):

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12 with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

94A.12.2. Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2.

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

94A.12.3. Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

94A.12.4. Fourth Year (Level 8):

(a) Bachelor with Honours:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) Bachelor with Research:

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2 .

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

94A.12.5. Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 shown in clause 13.8.

94A.12.6. Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

94A.12.7. Table-2: Proposed Structure for Undergraduate Programme: UGCCBCS System for Mahakaushal University, Jabalpur

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/Internship/appre- nticeship/community en- gagement and service	Credits	Qualification title (Credit require- ment)
		Subject I	Subject II	Subject III						
Level 6	1	Major 1 (6 Credits)	Minor 1 (6 Credits)	Generic Elective Course 1 (4 Credits)		1 (4 Credits)		# Inter/Intra Faculty	6+6+4+4 = 20	(40) Undergraduate C ertificate in Main Faculty
	2	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)		1 (4 Credits)			6+6+4+4 = 20	
	3	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)				6+6+4+4 = 20	(80) Undergraduate D iploma in Main Faculty
	4	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)				6+6+4+4 = 20	
Level 7	5	1 (6 Credits)			1 (4 Credits)		DSE-1 (4 credits)	Field project/Internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	(120) Bachelor Degree in Main Faculty
	6	1 (6 Credits)					DSE-2 (4 credits) DSE-3 (4 credits)	Field project/Internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	
Level 8	7	1 (6 Credits)	1 Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/Internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	(160) Bachelor Degree (Honours) in Main faculty Bachelor Degree (Research) in Main faculty
	8	1 (6 Credits)	1 (4 Credits)					1 (10 Credits) Research Project	6+4 +10 = 20	
Total		48 Credits	32 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits	

94A.13. Choice to Select the MOOC Courses:

- a. The University/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the Mahakaushal University/UTD or in other UTDs of the Mahakaushal University but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the University/UTD.
- c. The Mahakaushal University/UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the University/UTD.
- d. The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The Mahakaushal University will take a decision for allowing the online courses of SWAYAM if:
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the Mahakaushal University/UTD. The Mahakaushal University will designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.
- f. The requirement of project/dissertation, as notified by the respective Mahakaushal University/UTD need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State

Laboratories/Institutes/Universities/ Companies /Industries with the approval of Mahakaushal University/ UTD.

94A.14. Requirement of attendance will be as per University Ordinance number 04 governing the examinations. In general attendance of atleast seventy-five percent of theory lectures and practicals separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor of the Mahakaushal University.

94A.15. Examination & Evaluation:

94A.15.1 Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.16. examination as per ordinance no 04 & 05.

94A.15.2 The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD/University. In case of internal assessment, the UTD/University shall distribute and design their assessment so that at least two tests are conducted in a semester.

94A.15.3 UTD/University will design its own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.

94A.15.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.6.

94A.15.5 The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

94A.15.6 In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then Fgrade will be awarded, otherwise the grades will be awarded as per above mentioned table.

94A.15.7 If a student obtains For Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University/UTD. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

94A.15.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

94A.15.9 On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.

94A.15.10 In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.

94A.15.11 The provision for review of answer book in semester system will be available as per the existing rules of the University.

94A.15.12 The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.

94A.15.13 Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.

[illegible]

94A.16 Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project.

94A.17 Calculation of SGPA/CGPA:

94A.17.1 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance 14 A / 94 A.

94A.17.2 CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 14 A / 94 A,

94A.18 On completing all requirements for award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:

Equivalent Percentage = CGPA x10

The percentage will be rounded off upto second decimal point.

94A.19 The student will be examined by the university as per the prevailing syllabus and scheme of examination.

19A.20 The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.

94A.21. Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.

94A.22 Grade sheets will be developed as given in Ordinance 14 A/ 94 A.

94A.23 Credit Transfer:

94A.23.1 The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.

94A.23.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank Of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.

94A.23.3 Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.

94A.24 If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.

94A.25 The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation.

94A.26 In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.

94A.27 If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the Mahakaushal University (in case of UTDs) and shall be implemented with immediate effect.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			730

Grade in Repeat Examination

SEMESTER WISE RESULT					
SEMESTER	I	II	III	IV	V
TOTAL CREDITS					
OBTAINED CREDITS					
ADDITIONAL CREDITS					
SGPA					
ATTEMPT					
RESULT					

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20	-		146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20		-	146
SGPA		146/20			7.30

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch	Year
Enrollment No.	Roll No.
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20	-		138
SGPA		138/20			6.90

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

भाग-4 (ग)
अंतिम विनियम,
मध्यप्रदेश विद्युत नियामक आयोग

पंचम तल, मेट्रो प्लाजा, ई-5, अरेरा कालोनी बिट्टन मार्केट, भोपाल-462016

क्र.-मप्रविनिआ-सचिव-2022-2589

भोपाल, दिनांक 14 दिसम्बर 2022

विद्युत अधिनियम, 2003 (2003 का 36) की धारा 91 की उप-धारा (3) के साथ 181 की उप-धारा (2) के खण्ड (यट) द्वारा प्रदत्त शक्तियों का प्रयोग में लाते हुए, मध्यप्रदेश विद्युत नियामक आयोग, एतद् द्वारा मध्यप्रदेश विद्युत नियामक आयोग (प्रथम-श्रेणी तथा द्वितीय श्रेणी सेवा भरती तथा सेवा की शर्तों) विनियम, 2012 में निम्नलिखित संशोधन करता है, अर्थात् :-

मध्यप्रदेश विद्युत नियामक आयोग (प्रथम तथा द्वितीय श्रेणी सेवा भरती तथा सेवा की शर्तों) विनियम, 2012 में द्वितीय संशोधन

1. संक्षिप्त नाम तथा प्रारम्भ :
 - 1.1 ये विनियम "मध्यप्रदेश विद्युत नियामक आयोग (प्रथम तथा द्वितीय श्रेणी सेवा भरती तथा सेवा की शर्तों) विनियम, 2012 में द्वितीय संशोधन {एजी(II)-वर्ष 2012} कहलायेंगे।
 - 1.2 ये विनियम "मध्यप्रदेश राजपत्र" में उनके प्रकाशन की तिथि से प्रवृत्त होंगे।
2. विनियम 6 में, -
 - (1) उप-विनियम (1) में, खण्ड (ग) के स्थान पर, निम्नलिखित खण्ड स्थापित किया जाए, अर्थात्:-

“(ग) अभ्यर्थी/अभ्यर्थियों की प्रतिनियुक्ति या संविदा नियुक्ति द्वारा जो मूल/स्थानापन्न हैसियत में कोई पद धारण करते हैं या ऐसे पदों से तथा ऐसी सेवाओं से सेवानिवृत्त हुए हों, जैसा कि इन विनियमों की अनुसूची-तीन में विनिर्दिष्ट किया गया है।
 - (2) उप-विनियम (2) के स्थान पर, निम्नलिखित उप-विनियम स्थापित किया जाए, अर्थात्:-

“(2) उप विनियम 6(1) के खण्ड (क), (ख) तथा (ग) के अधीन भर्ती किये गये व्यक्तियों की संख्या किसी भी समय, अनुसूची-(II) में दर्शाये गये पदों से अधिक न होगी।
3. विनियम 8 में, उप-विनियम (1), खण्ड (ट) के पश्चात्, निम्नलिखित खण्ड जोड़ा जाए, अर्थात् :-

“(ठ) सेवानिवृत्त शासकीय अधिकारियों की दशा में, संविदा नियुक्ति उस पदाधिकारियों को दी जाएगी, जिसे 65 वर्ष की आयु प्राप्त करने के लिए कम से कम (02) वर्ष हैं।

(ड) नजी क्षेत्र से आवेदन प्राप्त करने वाले अभ्यर्थी के लिए अधिकतम आयु सीमा 55 वर्ष होगी।

4. विनियम 21 के स्थान पर निम्नलिखित विनियम स्थापित किया जाए, अर्थात्

“ 21. प्रतिनियुक्ति अथवा संविदा पदनियुक्ति की शर्तः— नियुक्ति प्राधिकारी, अनुसूची—दो के कॉलम (2) में यथादर्शित पद/पदों को प्रतिनियुक्ति अथवा संविदा नियुक्ति के माध्यम से विनिर्दिष्ट अर्हता तथा अनुभव रखने वाले अभ्यर्थियों से भर सकेगा। केवल अपरिहार्य परिस्थितियों के अधीन, जिसमें फीडर संवर्ग में कोई अभ्यर्थी उपलब्ध नहीं है, उक्त अनुसूची के कॉलम (5) में यथादर्शित पदोन्नति के पदों को प्रतिनियुक्ति अथवा संविदा के माध्यम से भरा जा सकेगा। प्रतिनियुक्ति के माध्यम से अथवा संविदा आधार पर नियुक्ति हेतु मानदण्ड निम्नलिखित हैं :—

एक. प्रतिनियुक्ति पर नियुक्ति

क. प्रतिनियुक्ति के माध्यम से पदों को भरने के लिये मध्यप्रदेश शासन द्वारा समय-समय पर जारी दिशा निर्देशों तथा निदेशों का अनुसरण किया जाएगा।

ख. प्रतिनियुक्ति पर पदों के लिये पात्रता मानदण्ड अनुसूची—तीन में विनिर्दिष्ट योग्यता तथा अनुभव के अनुसार होंगे।

ग. प्रतिनियुक्ति से प्रत्यावर्तन :—आयोग द्वारा चयनित अभ्यर्थी को उसकी प्रतिनियुक्ति अवधि पूर्ण होने से पूर्व उसके मूल विभाग में वापस भेजा जा सकेगा। ऐसे व्यक्ति का आयोग की नियमित स्थापना पर न तो कोई धारणाधिकार होगा तथा न ही उसके द्वारा कोई दावा किया जा सकेगा।

दो. संविदा पर नियुक्ति :

क. संविदा पर भरे जाने वाले पदों के लिए पात्रता मानदंड, उन अभ्यर्थियों के लिए, जो शासकीय सेवा/निजी संगठनों/उपक्रमों, विनियामक संस्थाओं तथा ऐसी अन्य संस्थाओं में या तो कार्यरत हैं या उससके सेवानिवृत्त हैं, जैसा कि आयोग द्वारा उपयुक्त विचार किया जाए अनुसूची—तीन में विनिर्दिष्ट योग्यता तथा अनुभव के अनुसार होंगे।

ख. नियुक्ति की अवधि

(एक) संविदा नियुक्ति के पदों पर, प्रारंभिक संविदा नियुक्ति, दो (02) वर्ष से अधिक न होगी।

(दो) संविदा विस्तारः— संविदा अवधि का विस्तार अभ्यर्थी के प्रदर्शन के आधार पर, आयोग के विवेकाधिकार पर होगा। संविदा पर नियुक्त किए गए व्यक्ति की आवश्यकता तथा

प्रदर्शन पर निर्भर करते हुए, आयोग के प्रत्येक अधिकतम एक वर्ष के विस्तार द्वारा किया जा सकेगा :

परन्तु यह कि विस्तार अधिकतम आयोग/मध्यप्रदेश राज्य शासन के कर्मचारियों पर यथाप्रयोज्य अधिवार्षिकी आयु तक दिया जा सकेगा :

परन्तु यह और कि चयनित सेवानिवृत्त कार्मिक के विस्तार अधिकतम 65 वर्ष की आयु प्राप्त करने तक ही दिया जा सकेगा।

तीन. यदि वृद्धि नहीं की जाती है, तो संविदा नियुक्ति की अवधि की समाप्ति पर स्वयमेव समाप्त समझी जाएगी तथा सेवाएं समाप्त किये जाने के लिए पृथक आदेश की आवश्यकता नहीं होगी।

ग. संविदा की समाप्ति :

पक्षकारों में से कोई पक्षकार कार्यकाल का अवसान होने से पूर्व एक माह की अग्रिम सूचना (नोटिस) देकर या उसके बदले में सूचना वेतन (नोटिस पे) अर्थात् एक माह का वेतन भुगतान कर संविदा को समाप्त कर सकेगा। तथापि, आयोग, यथास्थिति, सूचना अवधि या सूचना वेतन या दोनों माफ करने का अधिकार सुरक्षित रखता है।

घ. संविदा वेतन :

(एक) इस विनियम की अनुसूची-एक के अनुसार चयनित पद के प्रारंभिक मूल वेतन पर मासिक संविदा वेतन नियत किया जाएगा। चयनित कर्मिक, आयोग द्वारा यथाप्रयोज्य तथा अंगीकृत किए गए मंहगाई भत्ते की पात्रता होगी। संविदा वेतन, नियमानुसार, कटौती, यदि कोई लागू हो, तो, के लिए दायी होगा।

(दो) सेवा निवृत्त अधिकारी हेतु : चयनित सेवानिवृत्त अधिकारी का मासिक संविदा वेतन, प्रथम पेंशन तथा उसके मंहगाई भत्ते से अंतिम आहरित वेतन (मूल वेतन+मंहगाई भत्ता) की कटौती करने के पश्चात् एक मुश्त देय होगा। संविदा वेतन, नियमानुसार कटौती, यदि कोई लागू हो, तो, के लिए दायी होगा।

ड. अवकाश की प्रयोज्यता :

संविदा पर नियुक्त व्यक्ति, मध्यप्रदेश राज्य शासन द्वारा अधिसूचित समस्त छुट्टियों का उपभोग करने, और यह भी कि, पूर्व अनुमोदन से छुट्टी सेवारंभ की तारीख से प्रति वर्ष 13 दिवस के आकस्मिक अवकाश तथा 3 दिवस के ऐच्छिक अवकाश का उपभोग करने के लिए पात्र होगा। प्रतिवर्ष आनुपातिक आधार पर 10 दिवस के चिकित्सा अवकाश के लिए हकदार होगा तथा शेष चिकित्सा

अवकाश को आगामी कलेण्डर वर्ष के लिए अग्रणीत (कैरी फारवर्ड) किया जाएगा।

च. प्रसुविधाएँ :-

चयनित अभ्यर्थी, समकक्ष पद के लिए नियमित संवर्ग के अधिकारी/ कर्मचारी को देय यात्रा भत्ते / दैनिक भत्ते (टीए/डीए) के लिए पात्र होगा।

छ. वेतनवृद्धि :

संविदा पर व्यक्ति के लिए मूल वेतन में वेतनवृद्धि, अधिकारी के वार्षिक प्रदर्शन पर निर्भर करते हुए प्रतिवर्ष 3 प्रतिशत होगी। देय होगी।

ज. अन्य शर्तें :

(एक) चयनित अभ्यर्थी, आयोग के साथ संविदा अनुबन्ध निष्पादित करेगा।

(दो) संविदा पर नियुक्त व्यक्ति मध्यप्रदेश सिविल सेवा (आचरण) नियम, 1965 द्वारा शासित होंगे।

(तीन) संविदा पर नियुक्त किसीभीप्रकार की पेंशन, उपादान (ग्रेच्युटी) अथवा मृत्यु प्रसुविधा के पात्र नहीं होंगे।

(चार) संविदा पर नियुक्त कर्मचारी का वार्षिक गोपनीय प्रतिवेदन (ए.सी.आर.) इस प्रकार अभिलिखित किया जाएगा ताकि, उसके कार्य का मूल्यांकन किया जा सके।

पांच. संविदानियुक्ति की अवधि के दौरान चयनित अभ्यर्थी को संविदा पद के कार्य के अलावा, अतिरिक्त उत्तरदायित्व भी दिया जा सकेगा, जिसे स्वीकार करना उसके लिए अनिवार्य होगा।

छ. यदि सेवानिवृत्त शासकीय अधिकारी संविदा नियुक्ति के लिए अपात्र होगा, यदि वह पिछले दस वर्षों के दौरान दण्डित किया गया हो या सेवा हटाया गया हो या जिसके संबंध में विभागीय जांच/अभियोजन लम्बित हो/हों।

सात. संविदा नियुक्ति, आयोग में नियमित नियुक्ति का के लिए कोईअधिकार/दावा, जो भी हो, प्रदान नहीं करती है।

5. अनुसूची-एक, दो, तीन, चार के स्थान पर निम्नलिखित अनुसूची स्थापित की जाए, अर्थात् :-

"अनुसूची-एक

अनुक्रमांक	सेवा में सम्मिलित पदों के नाम	अस्थाई पदों की कुल संख्या	वर्गीकरण	वेतनमान(रूपये)
1	आयोग सचिव	01	प्रथम	141800-214700 / -
2	संचालक	03	प्रथम	141800-214700 / -
3	संयुक्त संचालक	04	प्रथम	123100-215900 / -
4	संयुक्त सचिव	01	प्रथम	123100-215900 / -
5	उप संचालक	06	प्रथम	67300-206900 / -
6	उप संचालक (टैरिफ)	01	प्रथम	67300-206900 / -
7	उप संचालक (कार्मिक एवं प्रशासन)	01	प्रथम	67300-206900 / -
8	उप संचालक (सूचना प्रौद्योगिकी)	01	प्रथम	67300-206900 / -
9	वरिष्ठ लेखाधिकारी	01	प्रथम	67300-206900 / -
10	सहायक संचालक (सूचना प्रौद्योगिकी)	02	द्वितीय	56100-177500 / -
11	लेखाधिकारी	01	द्वितीय	56100-177500 / -
12	कार्मिक अधिकारी	01	द्वितीय	56100-177500 / -
13	निज सचिव	03	द्वितीय	42700-135100 / -

अनुसूची-दो

अनुक्रमांक	सेवा में सम्मिलित पदों के नाम	अस्थाई पदों की कुल संख्या	भरे जाने वाले पदों का विवरण		
			सीधी भरती द्वारा {उप विनियम 6(1) (क) देखिए}	पदोन्नति द्वारा {उप विनियम 6(1)(ख) देखिए}	प्रतिनियुक्ति / संविदा द्वारा {उप विनियम 6(1)(ग) देखिए}
(1)	(2)	(3)	(4)	(5)	(6)
1	आयोग सचिव	01	—	—	01
2	संचालक	03	—	01	02
3	संयुक्त संचालक	04	—	02	02
4	संयुक्त सचिव	01	—	01	—
5	उप संचालक / उप संचालक (टैरिफ) (01 पद)	07	04	—	03
6	उप संचालक (कार्मिक एवं प्रशासन)	01	—	01	—
7	उप संचालक (सूचना प्रौद्योगिकी)	01	—	—	01
8	सहायक संचालक (सूचना प्रौद्योगिकी)	02	—	—	02
9	वरिष्ठ लेखाधिकारी	01	—	—	01
10	लेखाधिकारी	01	01	—	—
11	कार्मिक अधिकारी	01	01	—	—
12	निज सचिव	03	—	03	—

टीप: यदि ऐसा करना आवश्यक एवं समीचीन हो तो अध्यक्ष अपने स्वविवेक से कॉलम (4) एवं (5) में दर्शाये गये पदों को उपनियम 6(1) में उपबंधित किए गए अनुसार प्रतिनियुक्ति या संविदा से भर सकेंगे।

अनुसूची-तीन

अनुक्रमिक	पद का नाम	न्यूनतम आयु सीमा	अधिकतम आयुसीमा	विहित न्यूनतम शैक्षणिक अर्हता तथा अनुभव	अतिरिक्त अर्हता
(1)	(2)	(3)	(4)	(5)	(6)
1	आयोग सचिव	लगू नहीं	विनियम 8(1) के अनुसार	क. किसी मान्यता प्राप्त विश्वविद्यालय से अभियान्त्रिकी में स्नातक उपाधि या विज्ञान विषय में स्नातकोत्तर उपाधि अथवा समकक्ष उपाधि। ख. प्रबन्धन में उपाधि वांछनीय है। ग. प्रतिनियुक्ति हेतु- विद्युत क्षेत्र या प्रशासन के मूलभूत क्षेत्र में न्यूनतम 20 वर्ष का अनुभव। केन्द्रीय/राज्य शासन अथवा केन्द्र/राज्य शासन के किसी सार्वजनिक क्षेत्र के उपक्रम में नियमित आधार पर समरूप पद धारण करने वाला अधिकारी।	किसी विनियमित उद्योग में अथवा विनियामक निकाय के साथ या प्रशासन में अनुभव
2	संचालक	लगू नहीं	विनियम 8(1) के अनुसार	क. किसी मान्यता प्राप्त विश्वविद्यालय से विद्युत/मैकेनिकल इन्जीनियरिंग में स्नातक उपाधि। ख. प्रतिनियुक्ति हेतु- शासकीय स्वामित्व के विद्युत क्षेत्र/उपयोगिता अथवा सार्वजनिक क्षेत्र के उपक्रम में न्यूनतम 20 वर्ष का अनुभव। केन्द्र/राज्य सरकार अथवा केन्द्र/राज्य सरकार के अधीन किसी सार्वजनिक क्षेत्र के उपक्रम में नियमित आधार पर समरूप पद धारण करने वाला अधिकारी। ग. संविदा हेतु- ● सेवानिवृत्त अधिकारी हेतु- मध्यप्रदेश राज्य के सातवें वेतन मैट्रिक्स में स्तर 15 पर या छोटे वेतन आयोग के अनुसार ग्रेड वेतन रु 8700 पर कम से कम तीन वर्ष के अनुभव के	विनियामक विधि में विशेषज्ञता

अनुक्रमिक	पद का नाम	न्यूनतम आयु सीमा	अधिकतम आयुसीमा	विहित न्यूनतम शैक्षणिक अर्हता तथा अनुभव	अतिरिक्त अर्हता
(1)	(2)	(3)	(4)	(5)	(6)
3	संयुक्त संचालक	लागू नहीं	विनियम 8(1) के अनुसार	<p>साथ विद्युत क्षेत्र में न्यूनतम 20 वर्ष का अनुभव। सेवानिवृत्ति कर्मचारियों हेतु विद्युत क्षेत्र में सेवानिवृत्त के पश्चात् अनुभव पर भी विचार किया जाएगा।</p> <ul style="list-style-type: none"> निजी क्षेत्र के व्यवसायी हेतु-विद्युत क्षेत्र से संबंधित संगठन/कम्पनी/परामर्शी संस्था में न्यूनतम 20 वर्ष का अनुभव। अभ्यर्थी को मूल्य/स्थानापन्न रूप से पद धारित किया जाना चाहिए या उसने पद धारित किया हो। अभ्यर्थी को विनियामक मामलों/विद्युत-दर (टैरिफ) अवधारण प्रक्रिया/विद्युत उपयोगिता की वाणिज्यिक क्रियाविधि या भारत में विद्युत क्षेत्र में कार्यरत किसी परामर्शी संगठन का अनुभव होना चाहिए। <p>क. किसी मान्यता प्राप्त विश्वविद्यालय से विद्युत/मैकेनिकल इंजीनियरिंग में स्नातक उपाधि।</p> <p>ख. प्रतिनियुक्ति हेतु- शासकीय स्वामित्व के विद्युत क्षेत्र/उपयोगिता अथवा सार्वजनिक क्षेत्र के उपक्रम में न्यूनतम 15 वर्ष का अनुभव। केन्द्रीय/राज्य शासन अथवा केन्द्र/राज्य शासन के सार्वजनिक क्षेत्र के उपक्रम में नियमित आधार पर समरूप पद धारण करने वाला अधिकारी।</p> <p>ग. संविदा हेतु-</p> <ul style="list-style-type: none"> सेवानिवृत्त अधिकारी हेतु-सुसंगत क्षेत्र में न्यूनतम 15 वर्ष का अनुभव जिसमें से मध्यप्रदेश सातवें वेतन मेट्रिक्स में स्तर 14 या छोटे वेतन आयोग के अनुसार ग्रेड वेतन रु 	<p>क. विभिन्न विनियमों में लागू करने संबंधी अनुश्रवण (मानिट्रिंग) प्रक्रिया का अनुभव</p> <p>ख. भारतीय विद्युत विधि से भलीभांति परिचित होना चाहिए।</p> <p>ग. विद्युत क्षेत्र का ज्ञान होना चाहिए।</p>

अनुक्रमांक	पद का नाम	न्यूनतम आयु सीमा	अधिकतम आयुसीमा	विहित न्यूनतम शैक्षणिक अर्हता तथा अनुभव	अतिरिक्त अर्हता
(1)	(2)	(3)	(4)	(5)	(6)
4	संयुक्त सचिव	लागू नहीं	विनियम 8(1) के अनुसार	<p>7600 पर न्यूनतम पांच वर्ष का अनुभव हो। सेवानिवृत्त कर्मचारियों हेतु सेवानिवृत्ति के पश्चात् के अनुभव पर भी विचार किया जाएगा।</p> <ul style="list-style-type: none"> निजी क्षेत्र के व्यवसायी हेतु-विद्युत क्षेत्र से संबंधित संगठन/कम्पनी/परामर्शी संस्था में न्यूनतम 15 वर्ष का अनुभव। अभ्यर्थी को मूल/स्थानापन्न रूप से पद धारित किया हो। अभ्यर्थी को विनियामक मामलों/विद्युत-दर (रेगुलेशन) अवधारण प्रक्रिया/विद्युत उपयोगिता की वाणिज्यिक क्रियाविधि या भारत में विद्युत क्षेत्र में कार्यरत परामर्शी संगठन का अनुभव होना चाहिए। <p>क. किसी मान्यता प्राप्त विश्वविद्यालय से स्नातक उपाधि</p> <p>ख. प्रतिनियुक्ति हेतु- विद्युत क्षेत्र अथवा प्रशासन के मूलभूत क्षेत्र में न्यूनतम 15 वर्ष का अनुभव। केन्द्रीय/राज्य शासन अथवा केन्द्रीय/राज्य शासन के सार्वजनिक क्षेत्र के उपक्रम में नियमित आधार पर समरूप पद धारण करने वाला अधिकारी।</p> <p>ग. संविदा हेतु-सेवानिवृत्त अधिकारियों के लिए सुसंगत क्षेत्र में न्यूनतम 15 वर्ष का अनुभव होना चाहिए, जिसमें से मध्यप्रदेश के सातवें वेतन मेट्रिक्स स्तर 14 अथवा छठे वेतन आयोग के अनुसार ग्रेड वेतन रु 7600 पर न्यूनतम पांच वर्ष का अनुभव होना चाहिए। सेवानिवृत्त अधिकारियों हेतु सेवानिवृत्ति पश्चात् अनुभव पर भी विचार किया जाएगा।</p>	<p>क. उत्कृष्ट लिखित एवं मौखिक संचार कौशल।</p> <p>ख. कम्प्यूटर में साक्षरता</p>

अनुक्रमांक	पद का नाम	न्यूनतम आयु सीमा	अधिकतम आयुसीमा	विहित न्यूनतम शैक्षणिक अर्हता तथा अनुभव	अतिरिक्त अर्हता
(1)	(2)	(3)	(4)	(5)	(6)
5	उप संचालक	30 वर्ष	विनियम 8(1) के अनुसार	<p>क. किसी मान्यता प्राप्त विश्वविद्यालय से विद्युत/मेकेनिकल इंजीनियरिंग में स्नातक उपाधि।</p> <p>ख. शासकीय स्वामित्व के विद्युत क्षेत्र/उपयोगिता या सार्वजनिक क्षेत्र के उपक्रम में 10 वर्ष का अनुभव।</p> <p>ग. केन्द्रीय/राज्य शासन अथवा केन्द्रीय/राज्य शासन के सार्वजनिक क्षेत्र के उपक्रम में नियमित आधार पर समरूप पद पर कार्यरत अधिकारी।</p> <p>घ. निजी क्षेत्र के व्यवसायी हेतु विद्युत क्षेत्र से संबंधित संगठन/कम्पनी/परामर्शी संस्था में न्यूनतम 10 वर्ष का अनुभव।</p> <p>अभ्यर्थी को मूल/स्थानापन्न रूप से पद धारित करना चाहिए या उसने पद धारित किया हो। अभ्यर्थी को विनियामक मामलों/विद्युत-दर (टैरिफ) अवधारण प्रक्रिया/विद्युत उपयोगिता की वाणिज्यिक क्रियाविधि या भारत में विद्युत क्षेत्र में कार्यरत परामर्शी संगठन का अनुभव होना चाहिए।</p> <p>ड. कम्प्यूटर साक्षरता</p>	<p>क. विद्युत विधि तथा विद्युत क्षेत्र सुधारों से भलीभांति परिचित होना चाहिए।</p> <p>ख. विद्युत उपयोगिता की वित्तीय व्यवस्था तथा लेखों का ज्ञान होना चाहिए।</p>
6	उप संचालक(टैरिफ)	30 वर्ष	विनियम 8(1) के अनुसार	<p>क. अर्हता प्राप्त सनदी लेखापाल (चाटर्ड अकाउंटेंट)।</p> <p>ख. शासकीय स्वामित्व के विद्युत क्षेत्र/उपयोगिता (यूटिलिटी) या सार्वजनिक क्षेत्र के उपक्रम में 10 वर्ष का अनुभव।</p>	

अनुक्रमांक	पद का नाम	न्यूनतम आयु सीमा	अधिकतम आयुसीमा	विहित न्यूनतम शैक्षणिक अर्हता तथा अनुभव	अतिरिक्त अर्हता
(1)	(2)	(3)	(4)	(5)	(6)
				<p>ग. केन्द्रीय/राज्य शासन अथवा केन्द्रीय/राज्य शासन के सार्वजनिक क्षेत्र के अधीन किसी उपक्रम में नियमित आधार पर समरूप पद धारण करने वाला अधिकारी।</p> <p>घ. निजी क्षेत्र के व्यवसायी हेतु विद्युत क्षेत्र से संबंधित संगठन/कम्पनी/परामर्शी संस्था में न्यूनतम 10 वर्ष का अनुभव।</p> <p>अभ्यर्थी को मूल/स्थानापन्न रूप से पदधारित करना चाहिए। या उसने पदधारण किया हो। अभ्यर्थी को विनियामक मामलों/विद्युत-दर (टैरिफ) अवधारण प्रक्रिया/विद्युत उपयोगिता की वाणिज्यिक क्रियाविधि या भारत में विद्युत क्षेत्र में कार्यरत परामर्शी संगठन का अनुभव होना चाहिए।</p> <p>ङ. कम्प्यूटर साक्षरता</p>	
7	उप संचालक (सूचना प्रौद्योगिकी)	30 वर्ष	विनियम 8(1) के अनुसार	<p>क. किसी मान्यता प्राप्त विश्वविद्यालय/संस्थान से कम्प्यूटर विज्ञान/सूचना प्रौद्योगिकी में इन्जीनियरिंग स्नातक अथवा मास्टर आफ कम्प्यूटर एप्लीकेशन या विज्ञानमें स्नातकोत्तर।</p> <p>ख. संविदा हेतु-सूचना प्रौद्योगिकी प्रबन्धन, सूचना प्रौद्योगिकी परियोजनाओं, सॉफ्टवेयर डेवलपमेंट, हार्डवेयर, सूचना प्रौद्योगिकी परियोजनाओं में नेटवर्किंग में सात वर्ष का अनुभव। सूचना प्रौद्योगिकी/ई-सुशासन परियोजनाओं के एक सम्पूर्ण जीवन चक्र के प्रबन्धन में न्यूनतम 5 वर्ष का अनुभव।</p>	<p>क. शासकीय विभाग/सार्वजनिक क्षेत्र उपक्रम में कम्प्यूटर प्रणालियों/वेब एप्लीकेशन्स के संचालन का पर्याप्त अनुभव हो।</p> <p>ख. ऊर्जा उपयोजित (इनर्जी यूटिलिटी), सार्वजनिक क्षेत्र के उपक्रमों/शासकीय</p>

अनुक्रमांक	पद का नाम	न्यूनतम आयु सीमा	अधिकतम आयुसीमा	विहित न्यूनतम शैक्षणिक अर्हता तथा अनुभव	अतिरिक्त अर्हता
(1)	(2)	(3)	(4)	(5)	(6)
8	सहायक संचालक (सूचना प्रौद्योगिकी)	25 वर्ष	विनियम 8(1) के अनुसार	<p>ग. प्रतिनियुक्ति हेतु : वे अधिकारी जो केन्द्र/राज्य शासन अथवा केन्द्र/राज्य शासन के अधीन किसी सार्वजनिक क्षेत्र के उपक्रम में नियमित आधार पर समरूप पद धारण करने वाला संबद्ध क्षेत्र में 7 वर्ष का अनुभव रखने वाला अधिकारी हो।</p> <p>क. किसी मान्यता प्राप्त विश्वविद्यालय/संस्थान से कम्प्यूटर विज्ञान/सूचना प्रौद्योगिकी में इन्जीनियरिंग स्नातक अथवा कम्प्यूटर एप्लीकेशन या विज्ञान विषय में स्नातकोत्तर उपाधि।</p> <p>ख. संविदाहेतु-किसी बड़े संगठन में वेब/मोबाइल आधारित एप्लीकेशन, प्रबंध सूचना प्रणाली के विकास, डेशबोर्ड्स तथा सूचनाप्रौद्योगिकी अधिसंरचना (स्थानीय क्षेत्र नेटवर्क, संसूचना उपकरणों, कम्प्यूटरों) के संधारण का न्यूनतम तीन वर्ष का कार्य अनुभव।</p> <p>ग. प्रतिनियुक्तिहेतु : केन्द्र/राज्य शासन अथवा केन्द्र/राज्य शासन के सार्वजनिक क्षेत्र के उपक्रम में नियमित आधार पर समरूप पद धारण करने वाला संबद्ध क्षेत्र में 3 वर्ष का कार्य अनुभव रखने वाला अधिकारी ।</p>	<p>/न्यायिक/अर्ध-न्यायिक निकायों में सूचना प्रौद्योगिकी के क्षेत्र में न्यूनतम पांच वर्ष का अनुभव रखने वाले अभ्यर्थी, को प्राथमिकता प्रदान की जाएगी।</p> <p>ऐसे अभ्यर्थी जिन्हें ऊर्जा जनोपयोगी सेवाइकाइयों (इनर्जी यूटिलिटी), सार्वजनिक क्षेत्र के उपक्रमों, न्यायिक/अर्ध-न्यायिक निकायों के क्षेत्र में न्यूनतम तीन वर्ष का अनुभव हो, को प्राथमिकता प्रदान की जाएगी।</p>
9	वरिष्ठ लेखाधिकारी	30 वर्ष	विनियम 8(1) के अनुसार		

अनुक्रमांक	पद का नाम	न्यूनतम आयु सीमा	अधिकतम आयुसीमा	विहित न्यूनतम शैक्षणिक अर्हता तथा अनुभव	अतिरिक्त अर्हता
(1)	(2)	(3)	(4)	(5)	(6)
10	लेखाधिकारी	25 वर्ष	विनियम 8(1) के अनुसार	<p>ख. राज्य लेखा कोषालय संचालन, अंकेक्षण, बजट, वेतन-पत्रक (पे रोल) तथा पुस्तपालन (बुक कीपिंग) कार्य में 10 वर्ष का व्यावसायिक अनुभव।</p> <p>ग. अभ्यर्थी के पास विश्लेषणात्मक कौशल तथा वित्तीय विवरणी-पत्रक विश्लेषण की क्षमता होनी चाहिए। लागत विश्लेषण तथा लेखांकन में अनुभव।</p> <p>घ. केन्द्र/राज्य शासन कोषालय तथा लेखा संचालनालय, में नियमित आधार पर समरूप पद धार करने वाला अधिकारी।</p> <p>ड. कम्यूटर साक्षरता</p> <p>क. किसी मान्यता प्राप्त विश्वविद्यालय से वाणिज्य विषय में स्नातकोत्तर (एम.काम.) या वित्त क्षेत्र में व्यवसाय प्रबन्धन में स्नातकोत्तर (एमबीए) /सी ए/आई सी डब्ल्यू/सी एफ ए।</p> <p>ख. राज्य लेखा कोषालय कार्य संचालन अंकेक्षण, बजट, वेतन-पत्रक (पे रोल) तथा पुस्तपालन (बुक कीपिंग) कार्य में 5 वर्ष का व्यावसायिक अनुभव।</p> <p>ग. अभ्यर्थी के पास विश्लेषण कौशल तथा वित्तीय वितरण-पत्रक विश्लेषण की क्षमता होनी चाहिए। लागत विश्लेषण तथा लेखांकन में अनुभव।</p> <p>घ. कम्यूटर साक्षरता</p>	

अनुक्रमांक	पद का नाम	न्यूनतम आयु सीमा	अधिकतम आयुसीमा	विहित न्यूनतम शैक्षणिक अर्हता तथा अनुभव	अतिरिक्त अर्हता
(1)	(2)	(3)	(4)	(5)	(6)
11	कार्मिक अधिकारी	25 वर्ष	विनियम 8(1) के अनुसार	क. किसी मान्यता प्राप्त विश्वविद्यालय से व्यवसाय प्रबन्ध में स्नातकोत्तर उपाधि (एमबीए) अथवा PGDM ख. वृहद् विद्युत उपयोगिता (यूटिलिटी)/राज्य शासन/केन्द्रीय सरकार/केन्द्रीय राज्य शासन के अधीन किसी सार्वजनिक क्षेत्र के उपक्रम में प्रबन्धकीय क्षमता में पांच वर्ष का प्रशासनिक अनुभव ग. केन्द्रीय/राज्य शासन अथवा केन्द्रीय/राज्य शासन के सार्वजनिक क्षेत्र के उपक्रम में नियमित आधार पर समरूप पद धारण करने वाला अधिकारी घ. कम्प्यूटर साक्षरता	

मूल विनियमों के विनियम 11 के अनुसार चयन समिति के सदस्य (मूल विनियम की अनुसूची-तीन के कॉलम-7 के अनुसार) :-

एक. मध्यप्रदेश विद्युत नियामक आयोग के अध्यक्ष :-अध्यक्ष

दो. सदस्य 1 :-सदस्य

तीन. सदस्य 2:- सदस्य

चार. यदि नामनिर्दिष्ट सदस्य अनुसूचित जाति/अनुसूचित जनजाति के नहीं हैं तो उसी प्रस्थिति का कोई सदस्य

पांच. विषय वस्तु विशेषज्ञ, यदि आवश्यक हो :-सदस्य

छः आयोग सचिव:-संयोजक

टीप : इस अनुसूची में उपरोक्त उल्लिखित समस्त पदों हेतु पूर्वोक्त न्यूनतम अर्हताएं इन विनियमों की अधिसूचना की से नई भर्तियों के लिए लागू होंगी।

अनुसूची-चार

अनुक्रमांक	उस पद का नाम जिससे पदोन्नति की जानी है	उस पद का नाम जिसपर पदोन्नति की जानी है	अनुभव	विभागीय पदोन्नतिसमिति के सदस्य
(1)	(2)	(3)	(4)	(5)
1	संयुक्त संचालक	संचालक	आयोग में संयुक्त संचालक के पद पर 6 वर्ष की नियमित सेवा	एक. मध्यप्रदेश विद्युत नियामक आयोग के अध्यक्ष :-अध्यक्ष
2	उप संचालक	संयुक्त संचालक संयुक्त सचिव	आयोग में उप संचालक के पद पर 6 वर्ष की नियमित सेवा	दो. सदस्य 1 :-सदस्य
3	उप संचालक (कार्मिक एवं प्रशासन)	संयुक्त सचिव	आयोग में उप संचालक (कार्मिक एवं प्रशासन) के पद पर 6 वर्ष की नियमित सेवा	तीन. सदस्य 2 :-सदस्य
4	कार्मिक अधिकारी / लेखाधिकारी	उप संचालक (कार्मिक एवं प्रशासन)	आयोग में कार्मिक अधिकारी / लेखाधिकारी के पद पर 5 वर्ष की नियमित सेवा	चार. यदि नामांकित सदस्य अनुसूचित जाति / अनुसूचित जनजाति का न है तो उसी प्रस्थिति का एक सदस्य :-सदस्य
5	थनज सहायक	निज सचिव	निज सहायक के पद पर 5 वर्ष की नियमित सेवा	पांच. आयोग सचिव :-संयोजक

आयोग के आदेशानुसार,
उमाकांत पाण्डा, आयोग सचिव.

No. MPERC-2022-2589

Bhopal, the 14th December 2022

In exercise of the power conferred by Clause (zk) of Sub-section (2) of Section 181 read with Sub-section (3) of the section 91 of the Electricity Act, 2003 (No. 36 of 2003), the Madhya Pradesh Electricity Regulatory Commission, hereby makes following amendments to Madhya Pradesh Electricity Regulatory Commission (Class I and Class II Service Recruitment and conditions of service) Regulations, 2012 namely: -

Second Amendment to Madhya Pradesh Electricity Regulatory Commission (Class I and II Service Recruitment and Condition of Service) Regulations, 2012.

1. Short title and Commencement:

1.1 These Regulations shall be called the Second Amendment to “**Madhya Pradesh Electricity Regulatory Commission (Class I and II Service Recruitment and Condition of Service) Regulations, 2012 (AG (ii) –2022)**”.

1.2 These Regulations shall come in force from the date of their publication in the “Gazette” of the Government of Madhya Pradesh.

2. In said Regulation 6,

(1) In sub-regulation (1), for clause (c), the following clause shall be substituted, namely: -

“(c) By deputation or contractual appointment of candidate(s), who either hold a position in substantive/ officiating capacity or retired from such posts and in such services as specified in Schedule III of these Regulations.”

(2) For sub-regulation (2), the following sub-regulation shall be substituted, namely: -

“(2) The number of persons, recruited under Clause (a), (b) and (c) of sub-regulation 6(1), shall not, at any time exceed, the number of posts shown in Scheduled-II.”;

3. In Regulation 8, in sub-regulation (1), after clause (k), the following clauses shall be added, namely: -

“(l) In the case of retired government officer(s), contract appointment shall be given to the incumbent(s) who have atleast two (02) years for attaining the age of 65 years.

(m) The maximum age limit for the candidate applying from Private Sector would be 55 years.”

4. For Regulation 21, the following Regulation shall be substituted, namely: -

“21. Condition of Deputation or Contractual Appointment: -Appointing Authority may fill up the post(s) as shown in column (2) of Schedule – II through deputation or contractual appointment by the candidates having specified qualification and experience. Under unavoidable circumstances in which there is no candidate available in feeder cadre then only the posts of promotion as shown in column (5) of said Schedule may also be filled through deputation or contract. Following are the parameters for appointment through deputation or contractual basis: -

I. Appointment on Deputation

a. To fill the posts through deputation, guidelines and instructions issued from time to time by Government of Madhya Pradesh shall be followed.

b. The eligibility criterion for posts to be filled up on deputation shall be as per the qualification and experience specified in Schedule -III.

c. **Repatriation from Deputation:** - The selected candidate can be sent back to his/her parent department by the Commission prior to the completion of their deputation period. Such personnel shall not have lien or claim whatsoever on Commission's regular establishment.

II. Appointment on Contract:

a. The eligibility criteria for posts to be filled up on contract shall be as per the qualification and experience specified in Schedule -III for those candidates who are either working or retired from Government/ Private organisation/ undertakings, regulatory institutions and such other institutions as may be considered appropriate by the Commission.

b. Period of Appointment:

i. On the contract appointment posts, the initial contract appointment shall be made for the period of not more than two (02) years.

ii. **Contract Extension** – The extension of the contract period would be on the discretion of the Commission on the basis of the performance of the candidate. The Commission may renew the contract by extending the period of contract upto maximum one (01) year for every extension depending on the necessity and performance of person appointed on contract.

Provided that the extension can be given maximum up-to the attainment of age of superannuation as applicable on Commission/ M.P. State Government employees:

Provided further that the extension for the selected retired personnel can be given maximum up-to the attainment of age of 65 years.

iii. If not extended, the Contract appointment shall be deemed terminated automatically on expiry of the period of the contract appointment and no separate order shall be needed for terminating the services.

c. Termination of contract –

Either of parties may terminate the contract before the expiry of tenure by giving one month's notice in advance or paying the notice pay i.e., one month's salary in lieu thereof. However, the Commission reserves the right to waive off the notice period or notice pay or both as the case may be.

d. Contract pay –

i. The monthly Contract Pay would be fixed at the initial basic of the selected post as per Schedule-I of this Regulation. The selected personnel shall also be eligible of Dearness Allowance as applicable and adopted by the Commission. The Contract Pay shall be liable for deduction, if any, as per rules.

- ii. **For Retired Officer:** - The monthly Contract Pay of the selected retired Officer shall be the lumpsum amount payable after deducting last Pay drawn (Basic Pay + Dearness Allowance) from first pension and dearness allowance thereof. The Contract Pay shall be liable for deduction, if any, as per rules.

e. Applicability of Leave:

Person appointed on contract shall be eligible to avail all holidays notified by the State Government of MP. Further, 13 days casual leave and 03 optional leave per year from the date of joining with prior approval. Entitlement for 10 Medical Leaves shall be on pro rata basis per year and balance Medical Leave shall be carried forward for the next calendar year.

f. Benefits:

The selected candidate shall be eligible for TA/DA as payable to regular cadre officer/official for the equivalent post.

g. Increment:

Increment in basic pay for person on contract shall be 3% annually, depending upon annual performance of the officer.

h. Other Conditions:

- i. The selected candidate will execute a Contract Agreement with the Commission.
- ii. Persons appointed on contract shall be governed by the Madhya Pradesh Civil Services (Conduct) Rules, 1965.
- iii. Persons appointed on contract shall not be eligible for any kind of pension, gratuity or death benefit.
- iv. Annual Confidential Report (ACR) of the employee appointed on contract shall be recorded so that his/her work may be assessed.
- v. During the period of contract appointment, the selected candidate may also be given additional responsibility in addition to the work of contract post which shall be mandatory for him/her to accept.
- vi. The retired government officer would be ineligible for contractual appointment if he/she has been punished during the last 10 years or dismissed or removed from the service or in respect of whom departmental enquiry/prosecution is/ are pending.
- vii. The contractual appointment does not confer any right/ claim whatsoever for any regular appointment in the Commission.

5. For Schedule – I, II, III and IV the following Schedules shall be substituted, namely: -

SCHEDULE – I

SN	NAME OF THE POST INCLUDED IN THE SERVICE	TOTAL NO. Of TEMPORARY POST	CLASSIFICATION	PAY RANGE (In Rs.)
1	Commission Secretary	01	I	141800 – 214700/-
2	Director	03	I	141800 – 214700/-
3	Joint Director	04	I	123100 – 215900/-
4	Joint Secretary	01	I	123100 – 215900/-
5	Deputy Director	06	I	67300 – 206900/-
6	Deputy Director (Tariff)	01	I	67300 – 206900/-
7	Deputy Director (Pers. & Admin)	01	I	67300 – 206900/-
8	Deputy Director (Information Technology)	01	I	67300 – 206900/-
9	Sr. Accounts Officer	01	I	67300 – 206900/-
10	Assistant Director (Information Technology)	02	II	56100 - 177500/-
11	Accounts Officer	01	II	56100 - 177500/-
12	Personnel Officer	01	II	56100 - 177500/-
13	Private Secretary	03	II	42700 – 135100/-

SCHEDULE - II

Sn	Name of Post included in the service	Total Number of Temporary Posts	Distribution of posts to be filled		
			By direct recruitment [see sub-regulation 6(1)(a)]	By promotion [see sub-regulation 6(1)(b)]	By Deputation/Contract [see sub-regulation 6(1)(c)]
(1)	(2)	(3)	(4)	(5)	(6)
1	Commission Secretary	01	--	--	01
2	Director	03	--	01	02
3	Joint Director	04	--	02	02
4	Joint Secretary	01	--	01	--
5	Deputy Director /	07	04	--	03
6	Deputy Director (Tariff) - (01 post)	01	--	01	--
7	Deputy Director (Pers. & Admin)	01	--	--	01
8	Deputy Director (Information Technology)	02	--	--	02
9	Assistant Director (Information Technology)	01	--	--	01
10	Sr. Accounts Officer	01	--	--	01
11	Accounts Officer	01	01	--	--
12	Personnel Officer	03	01	--	--
	Private Secretary		--	03	--

NOTE:-

If it is felt necessary and expedient to do so, the Chairperson at his discretion may fill up the Posts shown in Column (4) & (5) through deputation or contract as provided in sub-Regulation-6(1) (c).

SCHEDULE - III

Sl	Name of Post (2)	Minimum Age Limit (3)	Maximum Age Limit (4)	Minimum Educational Qualification & Experience Prescribed (5)	Additional Qualification (6)
1	Commission Secretary	Not Applicable	According to Regulation 8 (1)	<p>a. Bachelor's degree in Engineering or Masters in Science from a recognized university or equivalent degree.</p> <p>b. Degree in Management is desirable.</p> <p>c. For Deputation - Minimum 20 years of experience in core area of Power Sector or Administration. Officer holding analogous post on regular basis in Central/State Government or any PSU under Central/State Government.</p>	Experience in a regulated industry or with a Regulatory body or in Administration.
2	Director	Not Applicable	According to Regulation 8 (1)	<p>a. Bachelor's degree in Electrical / Mechanical Engineering from a recognized university.</p> <p>b. For Deputation - Minimum 20 years of experience in government owned Power Sector/ Utility or PSU. Officer holding analogous post on regular basis in Central/State Government or any PSU under Central/State Government.</p> <p>c. For Contract -</p> <ul style="list-style-type: none"> • For Retired Officer: - Minimum 20 years in Power Sector with atleast 3 years of experience at Level 15 of Madhya Pradesh 7th Pay Matrix or Grade Pay 8700 as per 6th Pay Commission. For retired employees, post-retirement experience in Power Sector will also be considered. • For Private Sector Professional - Minimum 20 years' experience in Power Sector related organization/ company/ Consulting firm. <p>The candidate should be either holding or held a position in substantive officiating capacity. The candidate should have an experience in Regulatory Affairs/ Tariff determination process/ Commercial function in Power Utility or a consultancy organization working in power sector in India.</p>	Specialization in Regulatory Law.

Sn (1)	Name of Post (2)	Minimum Age Limit (3)	Maximum Age Limit (4)	Minimum Educational Qualification & Experience Prescribed (5)	Additional Qualification (6)
3	Joint Director	Not Applicable	According to Regulation 8 (1)	<p>a. Bachelor's degree on Electrical/Mechanical Engineering from a recognized university.</p> <p>b. For Deputation - Minimum 15 years of experience in government owned Power Sector/ Utility or PSU. Officer holding analogous post on regular basis in Central/State Government or any PSU under Central/State Government.</p> <p>c. For Contract -</p> <ul style="list-style-type: none"> • For Retired Officers: - Minimum 15 years in relevant field, of experience out of which atleast 5 years of Experience at Level 14 of Madhya Pradesh 7th Pay Matrix or Grade Pay 7600 as per 6th Pay Commission. For retired employees post retirement experience will also be considered. • For Private Sector Professional - Minimum 15 years' experience in Power Sector related organization/ company/ Consulting firm. • The candidate should be either holding or held a position in substantive/ officiating capacity. The candidate should have an experience in Regulatory Affairs/ Tariff determination process/ Commercial function in Power Utility or a consultancy organization working in power sector in India. 	<p>a. Experience of monitoring of enforcement of various Regulations.</p> <p>b. Familiarity with Indian Electricity Laws.</p> <p>c. Knowledge of power sector.</p>
4	Joint Secretary	Not Applicable	According to Regulation 8 (1)	<p>a. Bachelor's Degree from a recognized University.</p> <p>b. For Deputation - Minimum 15 years' experience in core area of Power Sector or Administration. Officer holding analogous post on regular basis in Central/State Government or any PSU under Central/State Government.</p> <p>c. For Contract - For Retired Officer should have minimum 15 years of experience in relevant field, out of which atleast 5 years of Experience at Level 14 of Madhya Pradesh 7th Pay Matrix or Grade Pay 7600 as per 6th Pay Commission. For retired employees post retirement experience will also be considered.</p>	<p>a. Excellent written and verbal communication skill.</p> <p>b. Computer Literacy.</p>

Sl (1)	Name of Post (2)	Minimum Age Limit (3)	Maximum Age Limit (4)	Minimum Educational Qualification & Experience Prescribed (5)	Additional Qualification (6)
5	Deputy Director	30 years	According to Regulation 8 (1)	<p>a. Bachelor's degree on Electrical/Mechanical Engineering from a recognized university.</p> <p>b. Minimum 10 years of experience in government owned Power Sector/ Utility or PSU.</p> <p>c. Officers holding analogous post on regular basis in Central/State Government or any PSU under Central/State Government.</p> <p>d. For Private Sector Professional - Minimum 10 years' experience in Power Sector related organization/ company/ Consulting firm.</p> <ul style="list-style-type: none"> The candidate should be either holding or held a position in substantive/ officiating capacity. The candidate should have an experience in Regulatory Affairs/ Tariff determination process/ Commercial function in Power Utility or a consultancy organization working in power sector in India. Computer Literacy. 	<p>a. Familiar with Electricity Laws and Power Sector Reforms.</p> <p>b. Knowledge of finance and accounts of power utility.</p>
6	Deputy Director (Tariff)	30 years	According to Regulation 8 (1)	<p>a. Qualified Chartered Accountant.</p> <p>b. Minimum 10 years of experience in government owned Power Sector/ Utility or PSU.</p> <p>c. Officers holding analogous post on regular basis in Central/State Government or any PSU under Central/State Government.</p> <p>d. For Private Sector Professional - Minimum 10 years' experience in Power Sector related organization/ company/ Consulting firm.</p> <ul style="list-style-type: none"> The candidate should be either holding or held a position in substantive/ officiating capacity. The candidate should 	

Sn (1)	Name of Post (2)	Minimum Age Limit (3)	Maximum Age Limit (4)	Minimum Educational Qualification & Experience Prescribed (5)	Additional Qualification (6)
				<p>have an experience in Regulatory Affairs/ Tariff determination process/ Commercial function in Power Utility or a consultancy organization working in power sector in India.</p> <ul style="list-style-type: none"> Computer Literacy. 	
7	Deputy Director (Information Technology)	30 years	According to Regulation 8 (1)	<p>a. Engineering Graduate in Computer Science/ Information Technology or Master of Computer Application or Master of Science from a recognized University/Institute.</p> <p>b. For Contract - Minimum 7 years of work Experience in Information Technology Management, IT Projects, software development, hardware, networking in IT projects. Minimum 5 years' experience of managing a complete life cycle of IT / e-Governance projects.</p> <p>c. For Deputation - Officers holding analogous post on regular basis in Central/State Government or any PSU under Central/State Government with 7 years of work Experience in relevant field.</p>	<p>a. Adequate experience of handling computer systems and Web applications in Govt. Dept/PSU.</p> <p>b. Candidate having minimum five years of Experience working in the domain of IT at Energy Utilities/ PSUs/ Government /Judicial/ Quasi-judicial bodies shall be preferred</p>
8	Assistant Director (Information Technology)	25 years	According to regulation 8(1)	<p>a. Engineering Graduate in Computer Science/ Information Technology or Master of Computer Application (MCA) from a recognized University/ Institute.</p> <p>b. For Contract - Minimum 3 years of work Experience in Development of Web/Mobile based Applications, Management Information System, Dashboards & Maintenance of IT Infrastructure (Local Area Network, Communication Devices, Computers) in large Organization.</p> <p>c. For Deputation - Officers holding analogous post on regular basis in Central/State Government or any PSU under Central/State Government with 3 years of work Experience in relevant field.</p>	<p>Candidate having minimum three years of Experience working in the domain of IT at Energy Utilities/ PSUs/ Government /Judicial/ Quasi-judicial bodies shall be preferred.</p>

Sn (1)	Name of Post (2)	Minimum Age Limit (3)	Maximum Age Limit (4)	Minimum Educational Qualification & Experience Prescribed (5)	Additional Qualification (6)
9	Sr. Accounts Officer	30 years	According to regulation 8(1)	<p>a. M.Com or MBA with specialization in Finance from recognized university / CA / ICW / CFA.</p> <p>b. Minimum 10 years of professional experience in State Accounts Treasury Operation, audit, budget, pay rolls and Book keeping.</p> <p>c. Candidate should have analytical skills and capability in Financial Statement Analysis. Experience in cost analysis and accounting.</p> <p>d. Officers holding analogous post on regular basis in Directorate of Treasuries and Accounts Central/State Government.</p> <p>e. Computer Literacy.</p>	
10	Accounts Officer	25 years	According to regulation 8(1)	<p>a. M.Com or MBA with specialization in Finance from recognized university / CA / ICW / CFA.</p> <p>b. Minimum 5 years of professional experience in State Accounts Treasury Operation, audit, budget, pay rolls and Book keeping.</p> <p>c. Candidate should have analytical skills and capability in Financial Statement Analysis. Experience in cost analysis and accounting.</p> <p>d. Computer Literacy.</p>	

Sn (1)	Name of Post (2)	Minimum Age Limit (3)	Maximum Age Limit (4)	Minimum Educational Qualification & Experience Prescribed (5)	Additional Qualification (6)
11	Personnel Officer	25 years	According to regulation 8(1)	<p>a. MBA or PGDM with specialization in Human Resource Management from a recognized university.</p> <p>b. Minimum 5 years of Administrative Experience in Managerial Capacity in large power utility /State Government /Central Government/ PSU under Central/ State Government.</p> <p>c. Officers holding analogous post on regular basis in Central/State Government or any PSU under Central/State Government.</p> <p>d. Computer Literacy.</p>	

Members of the Selection Committee as per Regulations 11 in the Principal Regulations (Column (7) in Schedule III of Principal Regulation): -

- I. Chairperson of MPERC: - Chairperson
- II. Member 1: - Member
- III. Member 2: - Member
- IV. In case nominated Members do not belong to SC/ST, then any Member of same status.
- V. Subject Matter Specialist if required: - Member
- VI. Commission Secretary: - Convenor

Note: - The aforesaid minimum qualifications for all the above-mentioned posts in this Schedule is applicable for the new recruitments done from the date of notification of these Regulations.

SCHEDULE - IV

S. No. (1)	Name of the post from which promotion is to be made (2)	Name of post to which promotion is to be made (3)	Qualifying Years of Service (4)	Members of the Departmental Promotion Committee (5)
1	Joint Director	Director	6 years regular service in the post of Joint Director in the Commission	i. Chairperson of MPERC: - Chairperson
2	Deputy Director	Joint Director/ Joint Secretary	6 years regular service in the post of Deputy Director in the Commission	ii. Member 1: - Member
3	Deputy Director (Pers.& Admin)	Joint Secretary	6 years regular service in the post of Deputy Director (Pers.& Admin) in the Commission	iii. Member 2: - Member
4	Personnel Officer/Accounts Officer	Deputy Director (Pers.& Admin)	5 years regular service in the post of Personnel Officer/ Accounts Officer in the Commission	iv. In case nominated Members do not belong to SC/ ST, then any Member of same status.
5	Personnel Assistant	Private Secretary	5 years regular service in the post of Personnel Assistant in the Commission	v. Commission Secretary: - Convenor.

By Order of the Commission
Umakanta Panda, Commission Secretary